

Application for Refund of Enrolment Deposit / Tuition Fee

I. Applicant Particulars

Applicant ID No.: _____ Name of Applicant: _____
(in English) (in Chinese)

Programme Applied in SFU/CBCC : _____

HKID No.: _____ Contact Tel No.: _____ Email: _____

II. Details on Application for Refund (Please tick "✓" the appropriate box.)

() I have enrolled in a local full-time UGC-funded or SSSDP subsidised Bachelor's Degree programme in the 2024-25 academic year. I would like to apply for refund of the enrolment deposit / tuition fee*. (* Delete as inappropriate)

() Other reason(s), please specify:

Title of Bachelor's Degree Programme & Institution:

(Please attach the payment receipt and the offer letter received from the University / Institution.)

Refund Amount: HK\$ _____ (The full refund is with an administrative fee of HK\$500.)

Bank A/C No.: _____ (Bank Name: _____)

Beneficiary Name: _____

III. Points to Note:

- Applicant should provide relevant documents from JUPAS Office, enrolment deposit and/or 1st instalment of tuition fee receipt for the enrolled local (i) full-time UGC-funded Bachelor's Degree programme, or (ii) SSSDP subsidised Bachelor's Degree programme.
- An administrative fee of HK\$500 will be charged.
- The process of refund, if approved, will take about four weeks.
- Applicant will be informed of the result via phone / email by FEO.
- The University / College reserves the right to refund the collected fees.

Signature: _____ Date: _____

IV. For Office Use Only

Received by: _____ Registry Date: _____

Checked by: _____ Finance & Estates Office Date: _____

Vetted by: _____ Vice-President (Academic and QA) Date: _____

Endorsed by: _____ Vice-President (Resources & Finance) Date: _____

V. Finance Office

() Accepted () Not Accepted : _____

Signature: _____ Date: _____