

### 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: \_\_\_\_\_ Date: \_\_\_\_\_  
Registry

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_  
Finance & Estates Office

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

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

#### V. Finance Office

( ) Accepted ( ) Not Accepted : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_