



Application for Deferred Payment of Tuition Fee 2011/12 (For Local Full-time UGC-funded Current Students)

Notes for Application

(Applicant must read this Notes before filling in the Application Form)

Eligibility

1. Local full-time UGC-funded current students on degree and sub-degree programmes paying a flat annual tuition fee are eligible to apply for deferred payment of tuition fee if they :-
 - (i) have received the Government Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) notification letter/ Non-means-tested Loan Scheme (NLS) remittance advice with enough amount of approved assistance to cover the tuition fee, but the money have not been received; or
 - (ii) are not meeting the above criterion but with genuine difficulties in settling the tuition fee on or before the payment deadline. Applications will be considered on individual merits.

Application Procedures

2. For application meeting aforesaid **criterion 1 (i)**, please complete the application form properly and attach to it :
 - (i) your updated e-debit note shows the outstanding fee information (“Fee Payment Information” ⇒ “Outstanding Debit Note”), which is downloadable from the Student Account Information System (SAS) at <https://www29.polyu.edu.hk/fostudacc/>; and
 - (ii) copy of your 2011/12 TSFS notification letter (which indicates the approved grant and/or loan) and/or NLS Remittance Advice (which indicates the amount and disbursement date of the NLS loan).
3. For application meeting aforesaid **criterion 1 (ii)**, please complete the application form properly and attach to it :
 - (i) your updated e-debit note shows the outstanding fee information (“Fee Payment Information” ⇒ “Outstanding Debit Note”), which is downloadable from the Student Account Information System (SAS) at <https://www29.polyu.edu.hk/fostudacc/>;
 - (ii) copy of pages 7 to 17 of your completed TSFS Application Form 2011/12 (Form G) as submitted to the Government Student Financial Assistance Agency (not required if already submitted in previous application);
if you have not applied for the TSFS, you are still required to complete and submit the same information for SAO's understanding on your family financial situation; or, you can give justification and evidence which can prove your financial hardship and show your payment plan;
 - (iii) copy of the 2011/12 TSFS notification letter if already received. If not, a printout of your self-estimated TSFS grant & loan result is required (URL: <http://www.sfaa.gov.hk/eng/schemes/tsfs/calculator/calculator.htm>); and
 - (iv) any relevant documents supporting this application.
4. You should submit the completed application form and necessary documents **at least 2 working days** before the payment deadline to the Student Affairs Office (SAO) at Room ST314, Core S. Late submission may not be entertained.
5. After you submit the completed application to SAO, you will get an acknowledgment receipt with application number. SAO pledges to send you the application result through your PolyU email account within 2 working days. It is your responsibility to read email and take the follow-up action accordingly.
6. If necessary, you will be requested to provide further supporting documents or attend an interview. If you do not respond to SAO by the date and time specified in our email notification, your application will be rejected in view of insufficient information provided.
7. If your application is successful, you must check whether the payment deadline is updated on the SAS; if your application is unsuccessful, your payment deadline should remain unchanged. You must settle the tuition fee in full on or before the payment deadline shown on the SAS (<https://www29.polyu.edu.hk/fostudacc/>). Otherwise, your student status will be removed.
8. If you are approved for deferred payment but wish to settle the Students' Union Subscription Fee separately, you are advised to send an email to PolyU's Finance Office at fostud@inet.polyu.edu.hk. In the email, you should state the request of separating the debit note of SU fee from tuition fee which has been approved for deferred payment.

Handling of Information and Personal Data Provided

9. The personal data and supplementary information provided in this application will be used by SAO/Academic Secretariat and will be released to relevant party/parties as deemed necessary for activities relating to (i) processing of this application, (ii) data preparation necessary for updating the payment information, (iii) compilation of the relevant statistics to facilitate review of the fee payment arrangements, (iv) processing of applicant's application(s) for financial assistance during studies in PolyU, if any.
10. The application form will be kept for a period of no more than one year after applicant's last application for deferred payment.
11. An applicant has the right to obtain access and make correction to the personal data provided by him/her in the application. Such request may be charged a notional fee, and should be made in writing and addressed to the Director of Student Affairs of PolyU.

