



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

Notes for Application

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

Eligibility

1. Only local full-time UGC-funded new admittees on degree and sub-degree programmes paying a flat annual tuition fee are eligible to apply. They should be either (i) with genuine financial difficulties, or (ii) coming from families living on the Comprehensive Social Security Assistance (CSSA). All applications will be considered on individual merits.

Tuition Fee Payment Arrangement for Local Full-time UGC-funded New Admittees

2. All new admittees are required to pay a non-refundable registration fee of HK\$5,000 at the time of taking up offers. This registration fee will become part of the first semester tuition fee.
3. Remaining balance of the first semester tuition fee (HK\$16,050 or HK\$10,788) and other fees (HK\$610, which include caution money, Students' Union entrance and annual subscription fee) will need to be settled by the payment due date stated on the e-debit note.
4. Deferred payment is only applicable to the remaining balance of the first semester tuition fee. Applications should be made to the Student Affairs Office of PolyU. If applications are approved, students are still required to pay the other fees of HK\$610 as instructed in the paragraph 9 below.

Application Procedures

5. Applicant should complete the application form properly and attach to it :
 - (i) payment record of registration fee of HK\$5,000; **and**
 - (ii) copy of the e-debit note for the remaining balance of first semester tuition fee as well as the other fees payable, which is retrievable from the online version of "Notice of Offer" via the Online Admission System (www.polyu.edu.hk/admission); **and**
 - (iii) a) photocopies of documentary proofs of receipt of the Comprehensive Social Security Assistance (CSSA) (from April 2010 to the latest) issued by the Social Welfare Department (i.e. Notification Letter and Medical Waive Certificate for CSSA Recipients), if applicable; or
b) for applicants not coming from families living on CSSA, photocopies of income proofs of all working household members from April 2010 to the current month (e.g. notification for tax payment, salary statement, bank passbooks showing payment of salary, etc. For self-employed or casual workers, if there is no other documentary evidence, self-prepared income breakdown or profit and loss account is acceptable.); and copies of all updated bank account books/statements of applicant and applicant's parents (if married, applicant and applicant's spouse) showing the transaction records from 1 April 2010 to the date around application date; **and**
 - (iv) any relevant documents supporting the application as mentioned in part C of the application form.
6. Applicants should submit the completed application form and required documents **at least 2 working days** before the payment due date to the Student Affairs Office (SAO) at Room ST314, Core S.
7. Application form and documents, once submitted, are not returnable. Applicants are advised to retain a copy for future reference.
8. After submitting the application, applicants will be interviewed individually by staff of SAO. Applicants may be required to bring the original of the documents to the interview for verification in support of the application; or, applicants may be requested to provide further supporting documents for the application.
9. **Successful applicant**
 - (i) will be given an "Important Notes to Successful Applicants" with SAO's approval on deferment of the balance of his/her tuition fee payment;
 - (ii) must then submit SAO's approval slip to the Service Centre of Academic Secretariat (AS) at Room M101, Li Ka Shing Tower, for re-issuance of a new debit note bearing only the other fees payable, on the same day or latest by the following working day; and
 - (iii) must settle the other fees payable as stated on the new debit note and present the payment receipt to AS to complete the formal registration procedure on the same day, or latest by the following working day. Otherwise, approval for deferment will be nullified. Also, his/her student place will not be reserved and the registration fee will be forfeited.

Under normal circumstance, the remaining balance of the first semester tuition fee will be arranged to be settled at the same time with the second semester tuition fee by **4 January 2012**.
10. **Unsuccessful applicant** will be notified during the assessment interview. He/she should settle the remaining balance of the first semester tuition fee and other fees as soon as possible and in any case no later than the payment due date stated on the e-debit note. Otherwise, his/her student status will not be reserved and the registration fee will be forfeited.

Handling of Information and Personal Data Provided

11. The personal data and supplementary information provided in this application will be used by SAO/AS and will be released to relevant party/parties as deemed necessary for activities relating to (i) the processing of this application, (ii) data preparation necessary for the generation of tuition fee debit notes, (iii) compilation of the relevant statistics to facilitate review of the fee payment arrangements, and (iv) the processing of applicant's application(s) for financial assistance during studies in PolyU, if any.
12. The application form will be kept for a period of no more than one year after applicant's last application for deferred payment.
13. 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.

