

HKU SPACE Community College

Refund Arrangement for Applicants of AD/HD Programmes

It is the policy of The University of Hong Kong that **fees paid are neither refundable nor transferable** except as statutorily provided or under very exceptional circumstances. This document is applicable to students¹ who are enrolled in AD/ HD programmes and satisfy the requirements set out in the “Eligibility” section below.

	Refund Applicant accepts a JUPAS offer in the main round on or before 6 August 2019	Refund Applicant accepts a JUPAS offer on or after 7 August 2019
Type of Refund¹	Registration Fee	First instalment of tuition fee i.e. Registration Fee AND Balance Payment (No refund will be made to those who have not paid the first instalment of tuition fee on or before 6 August 2019)
Application Period¹	<ul style="list-style-type: none"> ● 5 August 2019 (1:00 p.m. - 5:30 p.m.) ● 6 August 2019 (10:00 a.m. - 5:30 p.m.) ● 7 August 2019 (10:00 a.m. - 12:00 noon) 	<ul style="list-style-type: none"> ● On or before 6 September 2019 Monday to Friday (10:00 a.m. - 5:30 p.m.)
	Late application for refund will NOT be considered	
Eligibility²	A Refund Applicant must have accepted: <ul style="list-style-type: none"> ● a 2019/20 offer from a full-time University Grants Committee-funded (UGC-funded) bachelor’s degree programme³ (programmes offered by The Open University of Hong Kong and The Hong Kong Academy of Performing Arts are NOT UGC-funded⁴); OR ● a 2019/20 subsidised place from a full-time bachelor’s degree programme under Study Subsidy Scheme for Designated Professions/Sectors (SSSDP)⁵ 	
Application Procedures	The Refund Applicant should apply In Person ⁶ to the Kowloon East Campus (28 Wang Hoi Road, Kowloon Bay, Kowloon) and provide the following documents (signed on each page in copy): <ol style="list-style-type: none"> a. In Original Form and in Copy <ol style="list-style-type: none"> i. supporting document(s) to prove the acceptance of an official offer from the eligible programmes (e.g. offer letter, payment receipt and/or student card of the offering institution which shows the name and the programme title of the applicant); ii. HKU SPACE receipt of the registration fee and, if applicable, the first instalment of tuition fee; iii. HKID card; and b. Copy of a valid bank account document (e.g. first page of the bank passbook/bank statement which clearly shows the name of account holder and the account number) 	
Fee	5% of the eligible amount will be charged as administrative fee for each successful refund application. The administrative fee will be deducted from the eligible amount and the Refund Applicant will receive a refund net of the administrative fee.	
Refund Payment Methods	If fee payment is made by: <ul style="list-style-type: none"> ● Credit Card, refund will be paid to the credit card account ● Cash/EPS/Cashier’s Order⁷, refund will be made via bank transfer 	

Notes:

1. **Refund for non-current HKDSE candidates**
The application deadline for refund is **five working days** upon receipt of a full-time UGC-funded bachelor’s degree offer or 6 September 2019, whichever is earlier. Please note that no refund of registration fee will be made to non-current HKDSE candidates who have not paid the first instalment of tuition fee (i.e. Registration Fee and Balance Payment) by 12 July 2019.
2. The contents of this document do not apply to students who are admitted to a programme cancelled by the College due to insufficient enrolment or other unforeseeable difficulties.
3. Full-time UGC-funded bachelor’s degree programmes are provided by the following eight institutions:

i) City University of Hong Kong	ii) Hong Kong Baptist University	iii) Lingnan University
iv) The Chinese University of Hong Kong	v) The Education University of Hong Kong	vi) The Hong Kong Polytechnic University
vii) The Hong Kong University of Science and Technology	viii) The University of Hong Kong	
4. Programmes offered by **The Open University of Hong Kong** (including those that can be applied through JUPAS) and those offered by **The Hong Kong Academy of Performing Arts** are **not** UGC-funded programmes; applicants accepting an offer from these programmes are thus **not eligible for refund**.
5. For details of SSSDP, please refer to the webpage (www.cspe.edu.hk/sssdp).
6. The applicant/parent/guardian may authorise a representative who is over the age of 18 to apply for refund with the following documents: i) authorisation letter signed by the applicant; ii) a copy of the applicant’s HKID card; iii) the original and copy of the representative’s HKID card; iv) documents mentioned in the above application procedures.
7. Third party account will be accepted, but not time deposit, credit card or foreign currency accounts.

Chinese version is available on the reverse side and at the College’s website <http://hkuspace.hku.hk/cc/chi>. If there is any discrepancy between the English and the Chinese versions, the English version shall prevail.

香港大學附屬學院

新生申請學費退款之安排

根據香港大學規定，除特殊情况外，學費一經繳交，**概不退回及轉移到其他帳戶**。符合以下申請資格的新生¹，退款申請細節如下：

	在 2019年8月6日或之前 接受首輪聯招結果取錄之新生	在 2019年8月7日或之後 接受聯招取錄之新生
退款種類 ¹	註冊費	第一期全額學費 (包括註冊費及第一期學費餘額) (若同學於2019年8月6日或之前仍未繳交第一期全額學費，退款申請將不獲本學院受理。)
申請時段 ¹	<ul style="list-style-type: none"> ● 2019年8月5日(下午一時至五時三十分) ● 2019年8月6日(上午十時至下午五時三十分) ● 2019年8月7日(上午十時至中午十二時) 	● 2019年9月6日或之前 星期一至五(上午十時至下午五時三十分)
	本學院將 不會 受理任何逾期退款申請。	
申請資格 ²	申請退款的同學必須已接受： <ul style="list-style-type: none"> ● 應屆教資會資助的全日制學士學位課程³ (香港演藝學院和香港公開大學提供的課程並不屬於教資會資助課程⁴)；或 ● 應屆指定專業／界別課程資助計劃(SSSDP)⁵下資助之全日制學士學位學額。 	
申請程序	申請退款的同學可 親身 ⁶ 於指定時段內，帶備以下文件（並於副本上簽署）到本院九龍東校舍(九龍九龍灣宏開道28號)辦理退款申請： <ul style="list-style-type: none"> a. 正、副本 <ul style="list-style-type: none"> i. 有關同學獲教資會/SSSDP 資助的全日制學士學位課程取錄之證明文件（例如：錄取通知書，學費收據及/或大學學生證；證明文件須顯示同學的姓名及課程名稱； ii. 申請人於香港大學附屬學院繳交註冊費或/及第一期學費之收據； iii. 申請人香港身份證；及 b. 副本 有效銀行戶口證明文件副本(如銀行存摺或銀行月結單第一頁，並必須清楚顯示戶口持有人及戶口號碼)。 	
行政費	就成功之退款申請，學院將收取該筆合資格退款款項的5%作為行政費，而此行政費將會從該退款款項扣除。同學實收的退款為扣除行政費後之金額。	
退款方法	根據同學繳費方法，本院採用以下途徑退還款項： <ul style="list-style-type: none"> ● 信用卡繳費將透過其信用卡戶口退款。 ● 現金、易辦事或銀行本票⁷繳費，將以銀行過戶方式退還款項。 	

註：

1. 非應屆中學文憑試考生及持其他學歷考生的學費退款

申請學費退款時段則另定於考生獲取教資會資助的全日制學士學位課程結果後之**五個工作天內**或2019年9月6日或之前(以較早者為準)。另外，若非應屆中學文憑試考生及持其他學歷考生於2019年7月12日仍未繳交第一期全額學費(包括註冊費及第一期學費餘額)，註冊費的退款申請將不獲本學院受理。

2. 此文件並不適用於同學因收生不足而取消開辦課程等特殊情况。

3. 開辦教資會資助的全日制學士學位課程大學如下：

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|-----------|------------|-------------|------------|
| i) 香港城市大學 | ii) 香港浸會大學 | iii) 嶺南大學 | iv) 香港中文大學 |
| v) 香港教育大學 | vi) 香港理工大學 | vii) 香港科技大學 | viii) 香港大學 |

4. **香港演藝學院**及經大學聯招人讀**香港公開大學**所開辦的課程並不屬於教資會資助課程，退款申請將**不獲**本院接受。

5. 指定專業／界別課程資助計劃(SSSDP)相關資訊，可參閱網址 www.cspe.edu.hk/sssdp。

6. 同學/家長/監護人亦可委派年滿十八歲以上的代表帶備以下文件進行申請：i)同學已簽署的授權書；ii)同學的身份證副本；iii)代表的身份證正、副本；iv)以上申請程序所提及的相關文件。

7. 可接受第三者戶口，但不接受定期、信用卡及外幣戶口。

英文版本可參閱背頁或學院的網站 <http://hkuspace.hku.hk/cc/>。以上內容的中文譯本如與英文版本有任何差異，概以英文文本為準。