

Notes for Application of Deferral of Tuition Fee Payment

Part A Full-time Undergraduate Students

1 Eligibility

1.1 Students are eligible to apply for **Deferral of Tuition Fee Payment** if **ALL** of the following conditions are met:

- (a) Being a full-time Undergraduate student; and
- (b) Awaiting the results of the Government's Tertiary Student Finance Scheme - Publicly Funded Programmes ("TSFS"), Financial Assistance Scheme for Post-Secondary Students (FASP), Non-means-tested Loan Scheme for Full-time Tertiary Students ("NLSFT") or Non-means-tested Loan Scheme for Post-Secondary Students (NLSPS).

1.2 Students who have not applied for the above Government schemes (TSFS, FASP, NLSFT or NLSPS) but wish to apply for deferral of tuition fee payment due to financial difficulty should follow the procedures on **Special Application for Students with Emergency Needs** as detailed in paragraph 3.3 below.

2 Please note that **no other fees except tuition fee** can be deferred.

3 Application for Deferral of Tuition Fee Payment

3.1 Online Application

Full-time Undergraduate students who satisfy the criteria as described in paragraph 1.1(a)&(b) above **should apply for online deferral by accessing the [BUniPort](#)**. Online deferral application would be accepted after **3 weeks** upon receipt of TSFS, FASP, NLSFT or NLSPS application by **Student Finance Office ("SFO")**. For a [demo](#) on how to make an online application for deferral of tuition fee payment, please refer to the Finance Office's website. **Student should not submit manual application** if deferral can be submitted and processed online.

3.2 Manual Application

Students who satisfy the criteria as described in paragraph 1.1(a)&(b) above but **fail to apply for deferral online** for any reasons should go through a manual application process as below:

- For UGC-funded programme students
Please complete and submit application form "[Manual Application for Deferral of Tuition Fee Payment](#)" (Form Ref: DEF/001/FO) with [relevant supporting documents](#) to the Finance Office. The form can be downloaded from the Finance Office's website <https://fohome.hkbu.edu.hk/for-students/download-centre/download-centre.html#deferral> or be obtained by fax at the Finance Office 24-hour enquiry hotline 3411-2266 (select 2>9>4).
- For non UGC-funded programme students
Please complete and submit application form "[Manual Application for Deferral of Tuition Fee Payment](#)" (Form Ref: DEF/001/FO) with [relevant supporting documents](#) to the Finance Office. This only applies to **first** deferral application of each tuition fee debit note. For **further** deferral application of the same tuition fee debit note, students should contact the respective department directly.

3.3 Special Application for Students with Emergency Needs to Office of Student Affairs

Students who do not satisfy the criteria as described in paragraph 1.1(a)&(b) above but want to apply for special consideration for deferral of tuition fees on financial difficulty grounds are required to complete an application form "Application for Deferral of

Tuition Payment For Students with Emergency Needs (UGC-funded Undergraduate Programmes)” and submit the completed form to the Office of Student Affairs for special approval. The form can be downloaded from the Office of Student Affairs’ website <https://sa.hkbu.edu.hk/sfa/faq/tuition-fee-deferral?pid=1032>. Students should **not** submit separate deferral application form to Finance Office to avoid duplication.

4 Deadline of Application

4.1 On-line Application : on or before debit note payment due date

4.2 Manual and Special Applications : 3 working days before the payment or deferred payment due date

5 Late Application

5.1 Manual Application to Finance Office or respective Department

Only manual application with valid justification and submitted before the payment due date will be considered. **All manual application received after the payment due date will NOT be considered and processed.** Students should note that all late applicants will be black-listed and no late application will be considered in the future.

5.2 Special Application for Students with Emergency Needs to Office of Student Affairs
Late application **WILL NOT** be considered by the Office of Student Affairs unless with valid justification.

6 Penalty Charge

\$500 penalty charge will be levied on all late payments after payment due date or approved deferred payment due date.

7 Notification of Results

7.1 Online Application

The result of deferral will be reflected in the e-Statement for tuition fee payment immediately.

7.2 Manual Application

Provided that the application form is well completed and submitted with all the supporting documents (e.g. notification letter from SFO), the result of approved application will be posted to the e-Statement for tuition fee payment within 3 working days (for application submitted to Finance Office) or 5 working days (for application submitted to Department) after application submission. For unsuccessful applicants, they will be separately informed by the Finance Office or Department.

7.3 Special Application for Students with Emergency Needs to Office of Student Affairs

If approved, the result will be reflected in the e-Statement for tuition fee payment within 3 working days from the application submission. For unsuccessful applicants, they will be separately informed by the Office of Student Affairs.

8 Enquiry

For enquiries regarding deferral of tuition fee payment, please call the Finance Office 24-hour enquiry hotline at 3411-2266 and leave us your name, student number, contact telephone number and enquiries with our voice mail messaging system. Our colleague will contact you within the next 2 working days.

Part B Taught Postgraduate and Research Postgraduate Students

- 9 TPG/RPG students (Full-time/Part-time) who wish to apply for the deferral of tuition fee payments should complete the manual application form “Application for Deferral of Tuition Payment (Postgraduate Students)” which can be downloaded from the Academic Registry's (Taught Postgraduate Studies Section) website at <https://ar.hkbu.edu.hk/tpg-studies> and the Graduate School's website at <http://gs.hkbu.edu.hk> . Completed application form should be submitted to the Academic Registry's (Taught Postgraduate Studies Section) and the Graduate School at least **7 working days** prior to the payment due date. Students can reach at telephone no. 3411-5127 or by email to hkbu_tpg@hkbu.edu.hk (TPG) or hkbu_rpg@hkbu.edu.hk (RPG) for enquiries.

For more details of the University's Privacy Policy Statement and Personal Information Collection Statement, please visit the website at <http://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>.

Finance Office

Updated: Aug 2024

申請延期繳交學費須知

甲部 全日制本科生

1 申請資格

1.1 若你完全符合以下條件，則有資格申請**延期繳交學費**：

- (a) 全日制本科生；並
- (b) 正在等候資助專上課程學生資助計劃、專上學生資助計劃、全日制大專學生免入息審查貸款計劃或專上學生免入息審查貸款計劃的申請結果

1.2 若你沒有申請以上政府資助計劃，但因經濟困難需要申請延期繳交學費，你應該遵照以下第 3.3 段向校方提出特殊申請。

2 **除學費外**，其他費用均**不能**延期繳交。

3 申請延期繳交學費

3.1 網上申請

符合以上 1.1(a)及(b)所述資格的學生可於網上透過 [BUniPort](#) 提出**延期繳交學費申請**。申請人提交政府資助計劃申請表格後(以學生資助處收妥為準)**第三個星期起**，即可於網上提出延期繳交學費申請。你可瀏覽財務處網頁參閱**模擬示範**。若學生合乎延期申請資格，應透過網上申請延期，而**不應以書面形式提出申請**。

3.2 以書面形式

符合以上 1.1(a)及(b)所述資格但因故**未能成功於網上提出延期繳交學費申請**的學生，則需要以書面形式申請，申請手續如下：

- **政府資助課程學生**
應填妥並提交申請表格“[Manual Application for Deferral of Tuition Fee Payment](#)” (表格編號：DEF/001/FO)，並連同**有關證明文件**電郵至財務處。申請表格可於財務處網頁 <https://fohome.hkbu.edu.hk/for-students/download-centre/download-centre.html#deferral> 下載，或致電財務處 24 時間查詢熱線 3411-2266 以傳真索取(選擇 1>9>4)。
- **非政府資助課程學生**
若該張學費單是**首次**申請延繳，學生應填妥並提交申請表格“[Manual Application for Deferral of Tuition Fee Payment](#)” (表格編號：DEF/001/FO)並連同**有關證明文件**電郵至財務處。若同一張學費單需要**再次**申請延繳，學生便應直接聯絡有關學系提出延期繳交學費申請。

3.3 以書面形式向學生事務處申請（只供有緊急需要學生）

若學生不符合以上 1.1(a)及(b)所述資格但需以特殊原因(如經濟困難)申請延期繳交學費，請填妥申請表格“Application for Deferral of Tuition Payment For Students with Emergency Needs (UGC-funded Undergraduate Programmes)”並提交到學生事務處作

特別審批。申請表格可於學生事務處網頁 <https://sa.hkbu.edu.hk/sfa/faq/tuition-fee-deferral?pid=1032> 下載。學生無需再向財務處提交延期繳交學費申請。

4 申請期限

4.1 網上申請：學費到期日

4.2 書面申請：學費到期日或延繳學費到期日前 3 個工作天

5 逾期申請

5.1 以書面形式向財務處 / 學系 申請

除非有充分理由，否則逾期申請將不予受理。所有逾期申請者都會被記錄在案，若日後再有逾期申請，將一概不會受理。

5.2 以書面形式向學生事務處申請（只供有緊急需要學生）

除非有充分理由，否則學生事務處將不會受理逾期申請。

6 罰款

除獲批延期繳交學費外，所有逾期繳交學費，將被徵收罰款 500 元。

7 申請結果通知

7.1 網上申請

申請結果會即時顯示在網上電子財務報表上。

7.2 以書面形式申請

申請人填妥申請表需提交有關證明文件(例如：學生資助處發出的通知書)。若申請成功，其結果將會於遞交表格後三個工作天(適用於提交到財務處之申請)或五個工作天(適用於提交到學系之申請)內顯示在申請人的網上電子財務報表上。若申請不獲批准，財務處或學系將會個別通知申請人。

7.3 以書面形式向學生事務處申請（只供有緊急需要學生）

若申請成功，結果將於遞交表格後三個工作天內，顯示在申請人的網上電子財務報表上。若申請不獲批准，學生事務處將會個別通知申請人。

8 查詢

如對申請延期繳交學費有任何查詢，歡迎致電財務處 24 小時查詢熱線 3411-2266。請於留言信箱留下你的名字、學生編號、聯絡電話號碼及查詢事項，財務處同事會在兩個工作天內與你聯絡。

乙部 修課式課程及研究式課程研究生

9 全日制／兼讀修課式課程／研究式課程學生若需要申請延期繳交學費，可將填妥的申請表格“Application for Deferral of Tuition Payment (Postgraduate Students)”連同有關證明文件(如適

用) 在繳費到期日 **7 個工作天前**遞交到大學教務處(修課式研究生課程事務組)和研究院。申請表格可分別於教務處(修課式研究生課程事務組)網頁 <https://ar.hkbu.edu.hk/tpg-studies> 和研究院網頁 <http://gs.hkbu.edu.hk> 下載。如有任何疑問，可致電熱線 3411-5127 或電郵 hkbu_tpg@hkbu.edu.hk (修課式課程) / hkbu_rpg@hkbu.edu.hk (研究式課程)查詢。

有關大學私隱政策聲明及收集個人資料聲明的詳情，請瀏覽網站 <http://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>。

財務處
2024 年 8 月