

Application for Deferral of Balance of First Semester's Tuition Fee Payment
(for 2018/19 Freshman ONLY)

Application Period: 23 – 24 July 2018 (Office Hours: 9:30 am – 5:00 pm)	Result Announcement: On or before 2 August 2018
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Please read the "NOTES FOR STUDENTS" overleaf before completing this form.

I. STUDENT PARTICULARS

Name in English _____ Student No.

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Name in Chinese _____

Programme Title _____

Email Address _____ Daytime Contact No. _____

Programme Code			Stream Code			Stage
8	C					1

II. APPLICATION DETAILS

I wish to apply for deferral of the balance of first semester's tuition fee (**Original payment deadline for the tuition fee: 5:00 pm, 7 August 2018**).

Reasons for deferral of payment: (Please put a tick in the appropriate box(es) **AND** provide supporting documents[#])

I am an applicant for Financial Assistance Scheme for Post-secondary Students (FASP) / Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)* 2018/19, **my FASP / NLSPS* application number** is

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 (issued by Student Finance Office); **AND**

1. My parents are / I am* a current recipient of Comprehensive Social Security Assistance (CSSA).
(Supporting documents: e.g. copy of certificate of CSSA Recipients (for Medical Waivers) / notification of result issued by the Social Welfare Department)
2. My parents are / I am* a debtor under bankruptcy proceedings / orders.
(Supporting documents: e.g. copy of bankruptcy order made by the court)
3. I was a recipient of full-grant School Textbook Assistance Scheme (STAS) in S.6 in the past year.
(Supporting documents: e.g. copy of notification of result issued by the Student Finance Office **AND** related bank transaction records showing on bank statement / bank passbook, with 1st page of bank passbook showing the account name)
4. My parents are / I am* a current recipient of government subsidies: (Please specify name of the subsidy)

(Supporting documents: e.g. documentary proof of recipient of disability allowance)
5. Other reasons: _____
(A request letter signed by your parent stating your genuine financial difficulties in settling the payment with supporting document are required.)

[#] Supporting document(s) must be attached, or the application will **NOT** be processed. **Bank statements alone will NOT be accepted as documentary proof of financial hardship.**

* delete as appropriate

FOR OFFICE USE ONLY

Date received: _____	Data input by: _____	Assessed by (Approved / Rejected*): _____	[For approved case only] Deferred LPD in SAS: <input type="checkbox"/> Yes / <input type="checkbox"/> Not applicable
Pending for / Remarks:			
<input type="checkbox"/> CSSA doc	<input type="checkbox"/> Bankruptcy doc	<input type="checkbox"/> STAS doc	<input type="checkbox"/> Gov't Subsidies doc
<input type="checkbox"/> Others: _____			

III. STUDENT DECLARATION

- a) I understand that Hong Kong Community College (HKCC) has full discretion to approve my application. If my application is NOT successful, I shall settle the said fee by the deadline stipulated in the Notice of Payment; otherwise, failure to do so will be regarded as giving up my study place. All fees paid (including the application fee and registration fee) are non-refundable and non-transferable.
- b) I hereby declare that should my application be approved, I shall settle the tuition fee on or before the deferred deadline as approved by HKCC. I understand that if I fail to settle the said fees by the deferred deadline, my registration on the programme will be declared null and void, and all fees paid (including the application fee and registration fee) are non-refundable and non-transferable.
- c) I hereby declare that the reason(s) and supporting document(s) provided are true and correct, and authorise HKCC and its designated staff members to approach the respective issuing organisation(s) of the supporting document(s) for verification of authenticity when processing this application.
- d) I further understand that should my application for deferral of tuition fee payment be approved, I may need to sign the relevant documents for undertaking.

Signature of Student _____ Date _____

Signature of Parent / Guardian _____ Date _____
(A parent / guardian is required to countersign this form if the student is under the age of 18 on 16 July 2018.)

Name of Parent / Guardian _____ (Relationship: _____)

NOTES FOR STUDENTS

1. Only applicants who can provide supporting documents listed in Section II or with proven genuine financial hardship may be considered for deferral of tuition fee payment.
2. Application procedures:
Complete Sections I, II and III of this application form, and then return the completed application form to Hong Kong Community College (Multi-Purpose Hall, 1/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon) in person TOGETHER WITH documentary proof of application for government financial assistance / genuine financial difficulties before the aforesaid deadline.
A parent / guardian is required to countersign this form if the student is under the age of 18 on 16 July 2018.
3. The application result (successful or unsuccessful) will be conveyed to the applicants via email. Applicants who are approved for deferral of tuition fee payment may be required to sign the relevant documents for undertaking.
4. Failure to settle the outstanding tuition fee by the deferred payment deadline will be regarded as giving up the applicant's study place. All fees paid (including the application fee and registration fee) are non-refundable and non-transferable.
5. Each application for deferral of tuition fee payment is considered on an individual basis and without prejudice. No approved application will set a precedent for subsequent applications.
6. Late applications or applications without supporting documents will not be processed.