



**Application for Withdrawal of Study (and Refund of Fees)
(For 2026/27 Freshman)**

Application Steps	Step 1	Step 2
You must complete ALL the steps, or else your application will not be processed.	Indicate your intention to withdraw your study via OAA at https://hkccoaa-cpce.polyu.edu.hk/	Submit the Completed Application Form with Supporting Documents to HKCC / SPEED PolyU West Kowloon Campus (Office Hours: 9:30 am to 5:00 pm)
JUPAS Main Round Offer	By 12:00 noon, 7 August (Friday)	6 – 10 August (Except Saturday & Sunday)
JUPAS Rechecking and Remarking of HKDSE Examination Results	By 12:00 noon, 24 August (Monday)	25 August (Tuesday)
JUPAS Clearing Round Offers	By 12:00 noon, 27 August (Thursday)	28 August (Friday)
JUPAS Subsequent Round Offer	Within one working day after receiving the offer	

Please read the "Important Notes" overleaf before completing this form.

I. STUDENT PARTICULARS

Name in English _____ Student No.

2	6						
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Name in Chinese _____

Programme Title _____

Programme Code

8					
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 - Stream Code

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 - Stage

1

☐ Please ☒ this box if you have applied for FASP / NLSPS. Daytime Contact No. _____

II. APPLICATION FOR WITHDRAWAL OF STUDY

I wish to withdraw my study at HKCC / SPEED from Semester One of the 2026/27 academic year due to the following reason(s):
(Please ☒ as appropriate)

- ☐ A – Admission to a programme offered by another university / post-secondary educational institution:

Name of the University / Institution*:	<i>Chu Hai / CityU / CUHK / EdUHK / Gratia / HKAS / HKBU / HKCT / HKIT / HKMU / HKU / HKUST / HSUHK / LingnanU / Nang Yan / PolyU / PolyU SPEED / SFU / SHAPE / Shue Yan U / THEi / TWC / VTC / Yew Chung College of Early Childhood Education / Overseas / Others</i> If "Overseas" or "Others", please specify:
Destination country / region*:	<i>HK / Mainland China / Taiwan / Australia / Canada / UK / USA / Others, please specify:</i>
Programme Level*:	<i>Degree / Associate Degree / Higher Diploma / Diploma / Certificate / Others</i>
Programme Title:	
Financial Type*:	<i>UGC-funded / SSSDP subsidised / Self-financed</i>
Mode of Study*:	<i>Full-time / Part-time / Distance learning</i>

* Please circle as appropriate

- ☐ B – Retaking public examination (e.g. HKDSE) ☐ F – Health reasons
- ☐ C – Financial hardship ☐ G – Emigration
- ☐ D – Loss of interest in the programme ☐ H – Other reasons, please specify: _____
- ☐ E – Full-time employment

FOR OFFICE USE ONLY

Received by: _____ Data input by: _____ Processed by: _____

Date: _____ Date: _____ Date: _____

- ☐ Debit note of balance of tuition fees cancelled (by: _____) ☐ Student record updated on _____
- ☐ Refund authorisation processed (by: _____) ☐ Notification letter sent to student on _____

Remarks: _____

III. APPLICATION FOR REFUND OF REGISTRATION FEE

I have read and understood the terms and conditions set out in the [Freshman Guide](#). I declare that:

(Please ✓ as appropriate)

- ☐ I have met the terms and conditions stipulated in the [Freshman Guide](#), and would like to apply for a refund of the registration fee. I understand that an administrative fee of HK\$250 will be deducted, and the application fee is non-refundable and non-transferable.
- ☐ I understand that my situation does not fall into the categories eligible for a refund of the registration fee. Nonetheless, I wish to be given special consideration because: _____

(use a separate sheet of paper if space is not enough, and provide supporting documents)

IV. SUPPORTING DOCUMENTS (Please ✓ as appropriate)

Indicate via OAA for “Withdrawal of Study (and Refund of Fees)” before submitting the documents.

- ☐ My HKCC / SPEED Student Identity Card (please note Section V below if your HKCC / SPEED Student ID Card is not attached);
- ☐ The confirmation email or offer letter (both the original and a copy showing my full name) issued by the institution which offered me a place on a UGC-funded full-time Higher Diploma (Note: only applicable to sub-degree programmes offered by PolyU HKCC) / Bachelor’s Degree programme OR a Bachelor’s Degree programme funded by SSSDP (Note: enrolling on an SSSDP-funded Higher Diploma programme is **NOT** eligible for a refund);
- ☐ Payment proof (a copy) of the tuition fee for the programme offered by the institution mentioned in point 2 above, e.g. debit note receipt, deposit receipt, payment reference number of PPS / Internet Banking Bill Payment Service, or ATM customer advice;
- ☐ Other supporting documents that may facilitate my refund application.

V. STUDENT DECLARATION

For students who have NOT returned the HKCC / SPEED Student Identity Card: (Please ✓ as appropriate)

- ☐ I have NOT collected my HKCC / SPEED Student Identity Card.
- ☐ I have lost my HKCC / SPEED Student Identity Card. I understand that the card is a property of HKCC / SPEED . I undertake to return the card to HKCC / SPEED should it be found subsequently. I fully understand that making a false declaration is a criminal offence and may result in reporting the case to the police.

Signature of Student _____ Date _____

Important Notes

- Please read the guidelines of “Application for Refund of Registration Fee” (downloadable from www.hkcc-polyu.edu.hk/admission) before completing this form.
- Applicants applying for a refund of fee should complete the two application steps on or before the deadlines stipulated overleaf. Late applications or applications without the supporting documents required will NOT be processed.
- You must attach a photocopy of the confirmation email or offer letter issued by the institution which has offered you a study place of UGC-funded full-time Higher Diploma (Note: only applicable to sub-degree programmes offered by PolyU HKCC) / Bachelor’s Degree programme OR a Bachelor’s Degree programme funded by SSSDP (Note: Enrolling on an SSSDP-funded Higher Diploma programme is NOT eligible for a refund), and the payment receipt or registration proof showing that you have already registered with that UGC-funded / SSSDP subsidised programme OR payment proof (a copy) of the tuition fee for the programme offered by the institution, e.g. debit note receipt, deposit receipt, payment reference number of PPS / Internet Banking Bill Payment Service, or ATM customer advice. You must also bring along the originals of such letters and documents for verification.
- For your convenience, HKCC / SPEED will collect your bank account information when you submit your refund application. However, this does not constitute a successful application. The bank account should be in the name of the student. If it is a joint account, the student should be an alternative party. Any credit card numbers / accounts are NOT accepted.
- You will be informed of the application result in writing within 21 working days upon receipt of your completed application with necessary supporting documents.
- The refund will be made through the Finance Office of The Hong Kong Polytechnic University in 6 to 8 weeks upon approval. Please be reminded that the refund will only be made after you have returned your HKCC / SPEED Student Identity Card and cleared all outstanding procedures with HKCC / SPEED, if applicable.

Refund Policy (Please also refer to the 2026/27 [Freshman Guide](#) for details.)

If you have been admitted to a programme listed below via JUPAS:

- a UGC-funded full-time Higher Diploma* / Bachelor’s Degree programme^ (programmes offered by Hong Kong Metropolitan University and The Hong Kong Academy for Performing Arts are not UGC-funded), OR
- a Bachelor’s Degree programme funded by Study Subsidy Scheme for Designated Professions / Sectors (SSSDP)^ (Note: Enrolling on an SSSDP-funded Higher Diploma programme is **NOT** eligible for a refund.)

You may apply for a refund of the registration fee by completing the two application steps on or before the deadlines stipulated in the Freshman Guide. An administrative fee of HK\$250 will be deducted, and the application fee is non-refundable and non-transferable. HKCC / SPEED reserves the right to make the final decision.

* The refund criteria for applicants who have accepted an offer through JUPAS for a full-time UGC-funded Higher Diploma programme are applicable only to sub-degree programmes offered by PolyU HKCC, and are not applicable to full-time 4-year undergraduate programmes offered by PolyU SPEED.

^ UGC-funded programmes, i.e. University Grants Committee-funded programmes, for the 2026/27 academic year are provided by the following institutions: City University of Hong Kong, Hong Kong Baptist University, Lingnan University, The Chinese University of Hong Kong, The Education University of Hong Kong, The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology and The University of Hong Kong. Please note that programmes offered by Hong Kong Metropolitan University, including those that can be applied through Joint University Programmes Admissions System (JUPAS), and The Hong Kong Academy of Performing Arts (HKAPA) are not UGC-funded programmes.

+ Study Subsidy Scheme for Designated Professions / Sectors (SSSDP) is a subsidy scheme starting from the 2015/16 academic year to subsidise up to 3,000 students per cohort to pursue designated full-time locally-accredited self-financing undergraduate programmes in selected disciplines. Enrolling on an SSSDP-funded higher diploma programme is not eligible for a refund of the Registration Fee (and the remaining tuition fee, if applicable).