

## 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. The contents of this document are applicable to students<sup>1</sup> enrolled in AD/ HD programmes who satisfy the requirements set out in the “Eligibility” section below.

	<b>Refund Applicant accepts a JUPAS offer in the main round before 10 August 2016</b>	<b>Refund Applicant accepts JUPAS offer on or after 10 August 2016</b>
<b>Type of Refund<sup>1</sup></b>	Enrolment Deposit	First instalment of tuition fee i.e. Enrolment Deposit <b>AND</b> Balance Payment (No refund will be made to those who have not paid <b>the first instalment of tuition fee by noon of 10 August 2016</b> )
<b>Application Period<sup>1</sup></b>	<ul style="list-style-type: none"> <li>● 8 – 9 August 2016 (10:00 a.m. - 5:30 p.m.)</li> <li>● 10 August 2016 (10:00 a.m. - 12:00 noon)</li> </ul>	<ul style="list-style-type: none"> <li>● On or before 9 September 2016 Monday to Friday (10:00 a.m. - 5:30 p.m.)</li> </ul>
	Late application for refund will <b>NOT</b> be considered	
<b>Eligibility<sup>2</sup></b>	A Refund Applicant must have accepted: <ul style="list-style-type: none"> <li>● an offer from a full-time <b>University Grants Committee-funded (UGC-funded)</b> bachelor’s degree programme<sup>3</sup> (programmes offered by the Open University of Hong Kong and The Hong Kong Academy of Performing Arts are NOT UGC-funded<sup>4</sup>); <b>OR</b></li> <li>● a subsidised place from a full-time bachelor’s degree programme under <b>Study Subsidy Scheme for Designated Professions/Sectors (SSSDP)</b><sup>5</sup></li> </ul>	
<b>Application Procedures</b>	The Refund Applicant must apply <b>In Person</b> to the Kowloon East Campus (28 Wang Hoi Road, Kowloon Bay, Kowloon) and provide the following documents (signed on each page): <ul style="list-style-type: none"> <li>a. <b>Original and Copy</b> of               <ul style="list-style-type: none"> <li>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 <b>name</b> and the <b>programme title</b> of the applicant);</li> <li>ii. HKU SPACE receipt for the enrolment deposit and, if applicable, the first instalment of tuition fee;</li> <li>iii. HKID card; and</li> </ul> </li> <li>b. <b>Copy</b> 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)</li> </ul>	
<b>Fee</b>	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.	
<b>Refund Payment Methods</b>	If fee payment is made by: <ul style="list-style-type: none"> <li>● <b>Credit Card</b>, refund will be made via credit card account</li> <li>● <b>Cash/EPS/Cashier Order</b><sup>6</sup>, refund will be made via bank transfer</li> </ul>	

#### 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 9 September 2016, whichever is the earliest. Please note that no refund of enrolment deposit will be made to non-current HKDSE candidates who have not paid the first instalment of tuition fee (i.e. Enrolment Deposit and Balance Payment) by 15 July 2016.
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](http://www.cspe.edu.hk/sssdp)).
6. 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.**