

HKU SPACE Community College Arrangement for Refund Application 2022-23

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 the College's 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 11 August 2022	Refund Applicant accepts a JUPAS offer on or after 12 August 2022
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 11 August 2022)
Application Period¹	<ul style="list-style-type: none"> ● From 10 August 2022 (9:30 a.m.) to 12 August 2022 (5:30 p.m.) 	<ul style="list-style-type: none"> ● From 15 August 2022 to 9 September 2022 (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 2022/23 offer from a full-time University Grants Committee-funded (UGC-funded) bachelor's degree programme³ (programmes offered by Hong Kong Metropolitan University and The Hong Kong Academy of Performing Arts are NOT UGC-funded⁴); OR ● a 2022/23 subsidised place from a full-time bachelor's degree programme under Study Subsidy Scheme for Designated Professions/Sectors (SSSDP)⁵ 	
Application Procedures	<p>STEP 1: Make an appointment via the website http://cc5.hkuspace.hku.hk/ccrefund within the above application period or refer to the message posted on the above website.</p> <p>STEP 2: Attend the appointment session in-person and provide the original and copy of the documents below (i – iv) at Kowloon East Campus. Application will not be processed if the applicant is not eligible for refund and/or does not attend the appointment session with the required documents.</p> <ul 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 and payment receipt / student card of the offering institution which shows the applicant's name, programme title and name of institution); ii. HKID card; and iii. a valid bank account document (e.g. first page of the bank passbook/bank statement/ATM card which clearly shows the name of account holder and the account number) [<i>only applicable for tuition fee paid in Cash/EPS/Cashier's Order/Online PPS/Alipay/WeChat Pay/FPS</i>] iv. HKU SPACE CC payment confirmation email/receipt 	
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"> ● <u>Credit Card</u>, refund will be paid to the credit card account ● <u>Cash/EPS/Cashier's Order/Online PPS/Alipay/WeChat Pay/FPS</u>, refund will be made via bank transfer⁷ 	

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 2022, 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 18 July 2022.
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 **Hong Kong Metropolitan University** (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; v) applicant's JUPAS account login information.
7. Third party account will be accepted, but not time deposit, credit card, foreign currency or securities accounts.

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