

遞交申請表注意事項 Important Notes for Applicants:

- 申請緩繳學費者必須於學費到期日五個工作天前把申請表遞交所屬學部，否則不獲考慮。
Application for Deferment of Tuition Fee Payment must be submitted to your Division at least 5 working days before the payment due date. Otherwise, the application will normally not be considered.
- 申請人必須詳細填寫申請理由及一併遞交有關證明文件，否則申請審批將被延誤或不獲考慮。
The reason(s) for application must be provided in detail. Supporting document(s) must be submitted together with the application form; otherwise processing of the application will be delayed or the application will not be considered.
- 若「免入息審查貸款計劃」的申請人未能在學費到期日前收到貸款批核通知書或免入息審查貸款的發放日期遲於學費到期日，學生須在學費到期日前申請緩繳學費。否則，逾期繳交學費便需繳付罰款，罰款亦將不會獲豁免。
Non-means-tested Loan Scheme applicants are required to submit the application for deferment of tuition fee payment before the tuition fee payment due date if they have not received the loan approval letter before the due date or the loan disbursement date is later than the due date. Otherwise, fine will be imposed for late payment and will not be waived.
- 若同學因經濟困難或其他可預料的原因未能在學費到期日前交學費，應於學費到期日前申請延期繳交學費，不應未經審批自行逾期交費而申請豁免繳交罰款。因逾期繳交學費所引致的罰款將不會獲豁免。
Students who cannot settle the tuition fee payment before the due date because of financial difficulties or other foreseeable reasons should submit the application for deferment of tuition fee payment before the due date and should not settle the tuition fee late without approval and apply for a waiver of fine. Fine imposed for late payment will not be waived.
- 獲延期後的繳交學費到期日必須早於就讀課程於本學年之完結日。
The deferred tuition fee payment due date must be earlier than the completion date of the study programme in the current academic year.
- 請把此份申請表及證明文件交所屬學部作初步審核。所屬學部之推薦不代表最終申請結果。
Please submit this application form with relevant supporting documents to your Division for initial review. The recommendation made by the Division is NOT the final application result.
- 審批結果將由入學及學生資助處獎學金及經濟援助組以電郵通知學生。
The application result will be notified by the Scholarships and Financial Aid Section of the Office of Admissions and Financial Aid (OFA) by email.
- 如有查詢，請聯絡入學及學生資助處獎學金及經濟援助組 (電郵: sfas@cuhk.edu.hk; 電話: 3943 5271)
For enquiries, please contact OFA (Email Address: sfas@cuhk.edu.hk; Tel No.: 3943 5271)

學生姓名 Name of Student (中文)	(In English)	學生編號 Student ID No.	
性別 Gender	修業年 Study Year	手提電話 Mobile Tel. No.	電郵地址 Email Address
學部 / 學系 Division/Department	修讀課程 Study Programme		
預期畢業日期 (dd/mm/yyyy) Expected Graduation Date	全日制 Full-time <input type="checkbox"/> 兼讀制 Part-time <input type="checkbox"/>	課程類別 Type of Programme:	大學教育資助委員會資助 UGC-funded <input type="checkbox"/> 自負盈虧 Self-financing <input type="checkbox"/> 混合式 Mixed-mode <input type="checkbox"/>

申請事項 (請於合適之空格內填上‘✓’) Details of Application (Please put a ‘✓’ in the appropriate box(es))

- 本人擬申請延期繳交 2024/25 年度第 _____ 學期之學費至 _____ 年 _____ 月 _____ 日
I wish to apply for deferred payment of the _____ term of the 2024/25 academic year until _____ (dd/mm/yy)
- 本人擬申請豁免繳交罰款(因逾期繳交 2024/25 年度第 _____ 學期之學費) [逾期繳交學費者如無合理原因，必須繳交\$200 之罰款。請留意上述「遞交申請表注意事項」的第 4 及第 5 項。若未繳交學費，應同時申請緩繳學費。]
I wish to apply for a waiver of fine (due to late payment of tuition fee for the _____ term of the 2024/25 academic year) [A fine of \$200 must be paid for late payment without any justifiable reason. Please pay attention to Points 4 and 5 of the “Important Notes for Applicants”. If the tuition fee has not been settled, applicant should also apply for Deferment of Tuition Fee Payment at the same time.]

申請理由(必須詳細填寫)，如有需要，可另加頁補充：

Reason(s) for the above application (must be provided in detail; attach additional page(s) if necessary):

附上證明文件 (必須遞交以下其中一項。如遞交之證明文件不足審批之用，申請人會被要求遞交額外文件)：

Supporting Document(s) Required (one of the following must be submitted. In case the supporting document is insufficient for the processing of application, the applicant will be requested to submit further supporting proof.):

- 由在職家庭及學生資助事務處轄下的學生資助處發出之「免入息審查貸款計劃」或「資助專上課程學生資助計劃」貸款批核通知書或簡覆書
Approval Letter or Application Receipt of “Non-means-tested Loan Scheme” or “Tertiary Student Finance Scheme – Publicly-funded Programmes” issued by the Student Finance Office of the Working Family and Student Financial Assistance Agency
- 過去 3 個月銀行存摺或月結單影印本
Photocopy of passbook(s) OR monthly statements of bank account(s) for the last 3 months
- 其他 [適用於申請豁免繳交罰款(逾期繳交學費)]
Others (for appeal on fine for late payment of tuition fee)

聲明：本人謹此聲明以上所有提供之資料乃本人確信無訛。本人亦明白如遺漏任何必要的資料及文件，將導致申請被取消。

Declaration: I declare that all the information provided for this application is complete and true to the best of my knowledge. I also understand that the application will be disqualified if there is any omission of necessary information and documents.

學生簽名
Signature of Student _____ 日期
Date _____

學生姓名 Name of Student _____ 學生編號 Student ID No. _____
聯絡電話 Contact Tel. No. _____ 電郵地址 Email Address _____

推薦 (請於合適之空格內填上‘✓’) **Recommendation** (Please put a ‘✓’ in the appropriate box(es))

由有關課程主任或學部主任填寫 **To be completed by the Programme Co-ordinator or Division Head concerned**

有關延期繳交學費 For deferment of tuition fee payment

逾期繳交學費者如無合理原因，必須繳交\$200之罰款。 **A fine of \$200 must be paid for late payment without any justifiable reason.**

- 推薦延期至 _____ 年 _____ 月 _____ 日 Recommended for deferment until _____ (dd/mm/yy)
 不推薦延期 Not recommended for deferment

意見

Comments _____

課程主任 / 學部主任簽署

Signature of Programme Co-ordinator / Division Head _____

課程主任 / 學部主任姓名

Name of Programme Co-ordinator / Division Head _____

聯絡人姓名

Name of Contact Person _____

聯絡電話

Contact Tel. No. _____

電郵地址

Email Address _____

日期

Date _____

課程 / 學部蓋章
Programme / Division's Chop

有關逾期罰款 Fine for late payment of tuition fee

- 推薦豁免繳交罰款 Recommended for a waiver of fine
 不推薦豁免繳交罰款 Not recommended for a waiver of fine

課程主任 / 學部主任簽署

Signature of Programme Co-ordinator / Division Head _____

課程主任 / 學部主任姓名

Name of Programme Co-ordinator / Division Head _____

聯絡人姓名

Name of Contact Person _____

聯絡電話

Contact Tel. No. _____

電郵地址

Email Address _____

日期

Date _____

課程 / 學部蓋章
Programme / Division's Chop

完成初步審核後，請將此申請表（附有課程主任或學部主任的簽名）及相關文件轉交入學及學生資助處獎學金及經濟援助組（康本國際學術園 12 樓 1206 室），以便入學及學生資助處作最後審批。

Once the initial review of the application has been completed, please send the application form (with signature of Programme Co-ordinator or Division Head) and relevant documents to Scholarships and Financial Aid Section of Office of Admissions and Financial Aid (Room 1206, 12/F, Yasumoto International Academic Park; Email: sfas@cuhk.edu.hk) for the final approval.

入學及學生資助處填寫 For completion by Oafa

Received from Division on _____

Deferment of tuition fee payment

Approved (Deferred to _____)

Not Approved

Authorized Signature _____

Waiver of fine for late payment of tuition fee

Approved

Not Approved

Currently, no fine for late payment of tuition fee

Date _____

Remarks _____

CUSIS updated on _____