

THE CHINESE UNIVERSITY OF HONG KONG
Graduate School
APPLICATION FORM FOR REFUND OF CAUTION MONEY

Notes to Applicants

1. According to Clause 4.3 of the *General Regulations Governing Postgraduate Studies*, it stipulated that "Caution money shall be payable as a deposit to make good any outstanding debts to the University incurred in, for example, damages to University property. This sum less any deductions made for outstanding debts shall be refunded on discontinuation or withdrawal of studies at the University. For graduating students, caution money shall be converted into graduation fee, which shall be payable by all students on completion of their studies."
2. Bank charges would be incurred for refund made by bank draft or telegraphic transfer and such charges will be deducted from the refund amount.

Please ✓ the appropriate boxes below.

I. PERSONAL PARTICULARS

Name (English) _____ (Chinese) _____
Student ID No. _____ Admission Date _____
Contact Tel. No. (HK) _____ E-mail address _____
Programme of Study _____ (*e.g. MA in Music/Ph.D. in Music*)
Mode of Study Full-time Part-time

II. REFUND ARRANGEMENT OF CAUTION MONEY

By local HKD cheque Name of payee _____
Address _____
 By bank autopay Name of bank _____
(within Hong Kong) Account name _____
Account no. _____
 By bankdraft ^{see Note 2} Name of payee _____
Address _____
Currency _____

For bankdraft to be presented to banks in China, please provide the location of the bank:

Province _____ City _____

By Telegraphic transfer (TT) ^{see Note 2} Beneficiary name: _____
(No RMB TT to personal acct in Mainland China)
Currency to be remitted: _____
Bank and branch name: _____
Bank SWIFT code/BIC address: _____
Bank account name/IBAN code: _____
Beneficiary telephone number: _____

Signature _____ Date _____

Personal Information Collection Statement:

1. The personal data provided on this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. Information provided on this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable. Your information will not be used for other purpose or be transferred to a third party without our prior consent.
3. For correction of or access to the personal data after submission of this form, please contact the Graduate School by emailing to gradschool@cuhk.edu.hk

For Graduate School Use Only:

No outstanding claim Outstanding claims \$ _____ (See attached)
 Others _____

Handled by and Date _____ (FS) _____ (FO)

Form sent to Finance Office on _____