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|  | Hong Kong Baptist University **Application for Deferral of Tuition Fee Payment**  **For Students with Emergency Needs**  **(UGC-funded Undergraduate Programmes)** |
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**Only applicable to students who are not eligible to apply for Government financial assistance or who still have difficulties in settling tuition fee after receiving Government financial assistance due to justifiable and proven reason(s).**

1. Please fill in the form accurately and tidily, preferably by typing or writing legibly in black or blue ball-pen.
2. The completed form with relevant supporting documents has to be submitted **BY EMAIL** to [sfa@hkbu.edu.hk](mailto:sfa@hkbu.edu.hk) to the Scholarships and Financial Aid Unit, Office of Student Affairs, Hong Kong Baptist University **at least THREE working days before the tuition payment due date*.*** To safeguard your private information and due to large file size, please upload the documents to OneDrive, grant the access right to [sfa@hkbu.edu.hk](mailto:sfa@hkbu.edu.hk) and share the link to us (ONE link only to the folder saving all the files). Do not send the documents as email attachments without any password protection or set the cloud drive link to be accessed by public. **Please name the files properly and make sure all the documents are clear and legible.**
3. If the documents are not in English or Chinese, please translate the key content to English.
4. Please communicate with your household family and make sure you report and provide true and complete information that shows the true financial situation of your family, as you will declare on the application form. Incorrect information, incomplete and/or late application will **not** be considered.
5. Applicants may be interviewed by the staff of Office of Student Affairs as appropriate.
6. All information provided by applicants will be treated in strict confidence.
7. You will be informed of the application result by email. If your application is approved, the new due date will be shown on BUniPort.
8. **PERSONAL DATA (Please put a “✓” in the appropriate box.)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name (in English) |  | | (in Chinese) | |  | Student No. |  | | Sex |  |
| Study Programme |  | | | | | (as printed on Student ID Card) | | Study Year | |  |
| Tel No. (Home) |  | | | (Mobile) | |  | | | | |
| Residential Address | |  | | | | | | | | |
| Ownership | | 🞎 Own property 🞎 Rented | | | | | | | | |
| Type of Residence | | 🞎 Public 🞎 Private 🞎 HOS (居屋) 🞎 Tenement house (唐樓) 🞎 Others: | | | | | | | | |

**(2) FAMILY FINANCIAL DATA (Please report information in the latest 3 months.)**

(a) HOUSEHOLD INCOME (Household members are the persons who live with you)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Code No.# | Name of  household member | Age | Relationship with you | Occupation | Name of Firm | Monthly Income (HK$) |
| A1 |  |  | Applicant |  |  |  |
| A2 |  |  | Father |  |  |  |
| A3 |  |  | Mother |  |  |  |
| **No. of Persons** | | |  | **Total Monthly Income (Code No. A1 to A3 only)** | | **HK$** |

(Other household family members)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| B1 |  |  |  |  |  |  |
| B2 |  |  |  |  |  |  |
| B3 |  |  |  |  |  |  |
| B4 |  |  |  |  |  |  |
| **No. of Persons** | | |  | **Total Monthly Income (Code No. B1 to B4 only)** | | **HK$** |

**(b) APPLICANT’S OTHER FAMILY MEMBERS (Applicant’s sibling(s) and/or family members living away from the family, and who are dependent on and/or contributing to the family.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Code No.#** | Name of  Household Member | Age | Relationship with Applicant | Occupation | Monthly Income |
| **C1** |  |  |  |  | HK$ |
| **C2** |  |  |  |  | HK$ |
| **C3** |  |  |  |  | HK$ |

# Please quote the above Code No. of household members for questions in Part 2(c) to 2(f) where appropriate.

**(c) PENSION OF RETIRED PARENT(S) - If your parent(s) has/have retired**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Code No.** | Relationship with Applicant | Retirement Date | Name of Last Employer | Lump Sum Gratuity | Present Monthly Pension |
| **A2** | Father |  |  | HK$ | HK$ |
| **A3** | Mother |  |  | HK$ | HK$ |

**(d) COMPREHENSIVE SOCIAL SECURITY ASSISTANCE (CSSA) SCHEME**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | YES | |
|  | NONE | Code No. | Monthly Amount (HK$) |
| Did anyone of your household receive CSSA in the latest 3 months?^ (If none, please put a “✓” in the box.) |  |  | HK$ |

^ The amount of CSSA received should also be regarded as household income and included in Part 2(a).

**(e) BANK ACCOUNTS (Deposits including local and foreign currency savings, current deposit and time deposit) of applicant and parent(s), all in HK, China and overseas**

|  |  |
| --- | --- |
| **Family Member** | **Total bank balance as at application date (HK$)** |
| **Applicant** | **HK$** |
| **Father** | **HK$** |
| **Mother** | **HK$** |
| **Total** | **HK$** |

**(f) CASH IN HAND – Including cash in hand not saved in bank accounts but somewhere else such as home or wallet, and money holding by others.**

As at application date, how much cash in hand do Group A members have?

HK$ ; Other currencies: (Please indicate the currency)

**(g) INVESTMENT (stock and securities) of applicant and parent(s), all in HK, China and overseas**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Code No.** | Detailed Description  (Name & Code) | Date of  Purchase | Price per Unit as at application date (HK$) | Quantity | Estimated Value  as at application date (HK$) |
|  |  |  |  |  | HK$ |
|  |  |  |  |  | HK$ |
|  |  |  |  |  | HK$ |
|  |  |  |  |  | HK$ |
|  |  |  |  | **Total** | **HK$** |

1. **GOVERNMENT STUDENT FINANCIAL ASSISTANCE STATUS FOR THE CURRENT ACADEMIC YEAR**

**If you did not apply for or have withdrawn your application for Government grant and/or loan, please explain your reason(s) below:**

|  |
| --- |
|  |

1. **PERIOD APPLIED FOR DEFERRED TUITION PAYMENT**

Period: Semester 1 / Semester 2 / Semesters 1 & 2 (Circle your selection)

Tuition Payment Deferred to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Please specify a date that documentary proof can be provided to prove that the tuition payment can be settled by the said date.)

1. **STATE YOUR EMERGENCY FINANCIAL NEED FOR DEFERRING TUITION PAYMENT IN CHINESE / ENGLISH, USE SEPARATE SHEETS IF NECESSARY. (Applications without explanation and/or without relevant supporting documents will NOT be processed. Please refer to Part (6) for the suggested supporting documents.)**

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**I sincerely declare that I have communicated with my household family members and all information provided by me on this application form is complete, accurate and true to the best of my knowledge. I understand that the Office of Student Affairs will rely on the information provided to determine my eligibility for tuition payment deferral due to emergency need. Any omission/misrepresentation of facts and/or false information will render my application rejected and me liable to disciplinary action by the University and I should settle the tuition payment concerned by the original due date. I agree to meet with the staff of Office of Student Affairs to further explain my emergency need and provide further information and/or supporting documents, upon request.**

**Personal Data Collection Statement**

1. **The data collected will be used for the purpose of tuition fee deferral, and any related purposes. The data will be stored until the relevant exercise has been completed and document review requirement is fulfilled.**
2. **Your personal data held by our Office will be kept confidential and they may be shared with appropriate parties and personnel of the University.**
3. **You have the right to request access to and correction of your personal data held by our Office. Requests for such access and correction can be made to the Scholarships and Financial Aid Unit of our Office in writing via email to** [**sfa@hkbu.edu.hk**](mailto:sfa@hkbu.edu.hk) **or by post. We may charge you a fee to cover the administration cost.**
4. **For details, please refer to the “Privacy Policy Statement and Personal Information Collection Statement” (PPS/PICS) (**[**https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/**](https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/)**) of the University.**

**By typing my name and HKID number below, I understand and agree to all of the above.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant′s Name:** |  | **HKID No.:** |  | **Date:** |  |

**(6) CHECKLIST OF SUPPORTING DOCUMENTS**

**ALL documents provided should be as at application date.**

Before submitting your application, please make sure that relevant supporting documents have been attached. If you fail to submit them without good reasons, your application will **not** be considered.

**Required supporting documents:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Photocopies of: | | | | |
| 1 | | Income proofs of applicant and all household members (Group A and B) of the **latest 3 months**.  \* If unemployed, please provide proof, e.g. documentary proofs confirming termination of employment / self-declared statement with the family member’s signature \* If receiving CSSA, please provide both the notification letters [申請獲准通知書 / 調整通知書] **and** the list of CSSA recipients on the medical waivers arrangement [綜援受助人豁免醫療費用安排上的受助人名單]] | | | | |
| 2 | | Bank passbooks/statements of applicant and parent(s) showing all transaction records in the **latest 3 months, until application date**, including the page showing the account no. and the account holder’s name. | | | | |
| 3 | | Certificate(s) or monthly statement(s) showing the types, quantities and market values of stocks and securities investment items owned by applicant and parent(s) **as at application date**. | | | | |
| 4 | | Documentary proof of you and/or your parent(s) receiving a funding source on a particular date, e.g. accepting a loan or receiving an income | | | | |
| 5 | | Documents proving your emergency financial need for deferring tuition payment and that the payment can be settled by the suggested deferred date. The followings are some suggestions. You may attach other documents which you consider appropriate. | | | | |
| 5.1 | | | | Out-of-Hong Kong proof of breadwinner(s) | | |
|  | | |  | * Travel ticket showing breadwinner’s not-in-HK and arriving-HK status | | |
| 5.2 | | | | Loan from other(s) (future funding source with a specific fund-received date)   * Loan documents | | |
| 5.3 | | | | Serious illness of breadwinner(s) | | |
|  | | |  | * Medical certificates / receipts / documentary proofs from doctors or hospitals | | |
|  | | |  |  | | |
| 5.4 | | | | Accident of breadwinner(s) | | |
|  | | |  | * Report record from the Police / other documentary proofs | | |
|  | | |  |  | | |
| 5.5 | | | | Death of breadwinner(s) / Divorce of parents | | |
|  | | |  | * Death certificate issued by the Births and Deaths Registry / documentary proofs from hospitals / divorce decree | | |
|  | | |  |  | | |
| 5.6 | | | | Natural or man-made disaster, such as fire, explosion, robbery, etc. | | |
|  | | |  | * Relevant supporting documents, such as report record from the Police | | |
|  | | |  |  | | |
| 5.7 | | | | Others. | Please specify: |  |