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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).**

Please fill in the form **accurately and tidily, by computer or writing legibly in black or blue ball-pen**. Completed and printed application form together with relevant supporting documents has to be submitted **IN PERSON** to the Scholarships and Financial Aid Unit, Office of Student Affairs, Room WLB401, Level 4, The Wing Lung Bank Building for Business Studies, Shaw Campus **at least THREE working days before the deadline of tuition payment**. Applicants will be interviewed by the staff of Office of Student Affairs as appropriate. Please note that incorrect information, partial and/or late submission will not be considered.

If your application is approved, the new pay date will be reflected on your e-statement on BUniPort. Otherwise, you will be informed of the result separately.

1. **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 means persons who live with you, and who either provide part of the household income or are dependent on the household income for their living.)

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| B4 |  |  |  |  |  |  |
| B5 |  |  |  |  |  |  |
| B6 |  |  |  |  |  |  |
| B7 |  |  |  |  |  |  |
| **No. of Persons** | | |  | **Total Monthly Income (Code No. B4 to B7 only)** | | **HK$** |

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

**(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 |
| **C8** |  |  |  |  | HK$ |
| **C9** |  |  |  |  | HK$ |
| **C10** |  |  |  |  | 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, please complete Part (c):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 and time deposit) [Please fill in information of ALL bank accounts you and your parent(s) possess in the latest 3 months.]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code No.** | Name of Bank / Finance Company | Account Number | Currency  (e.g. HK$, US$) | **Balance as at application date (HK$)** |
| **A1** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Sub-Total** | | | **HK$** |
|  |  | | |  |
| **A2** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Sub-Total** | | | **HK$** |
|  |  | | |  |
| **A3** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Sub-Total** | | | **HK$** |
|  |  | | |  |
| **Joint account(s) of A1, A2 and A3, if any:** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Sub-Total** | | | **HK$** |
|  |  | | |  |
| **TOTAL bank savings for A1 + A2 + A3** | | | | **HK$** |

**(f) INVESTMENT (Stock and shares)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Application Status\* | Amount Offered by SFO (HK$) | Amount accepted  (for loan only) | Unsuccessful / Withdrawn / Did not accept /  Did not apply (Please specify reasons)\*\* |
| Government Grant (TSFS)  [Tuition fee + Academic expenses] | Awaiting Result / Successful/ Unsuccessful / Withdrawn / Did not accept / Did not apply | HK$ | -- |  |
| Government Loan (TSFS) | Awaiting Result / Successful/ Unsuccessful / Withdrawn / Did not accept / Did not apply | HK$ | HK$ |  |
| Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT) | Awaiting Result / Successful/ Unsuccessful / Withdrawn / Did not accept / Did not apply | HK$ | HK$ |  |
|  | **Total** | **HK$** |  |  |

*\* Delete as appropriate.  
\*\* If no sufficient reason(s) is (are) given, the application will normally NOT be considered.*

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

Period: Semester 1 / Semester 2 / Semesters 1 & 2 (delete as appropriate)

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.)**

|  |
| --- |
|  |

**I declare that all information provided by me in 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 renders 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 expound on my emergency need and provide further 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 for a period of 2 years or until the relevant exercise of the requested data has been completed, whichever is later.**
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. **Under the Personal Data (Privacy) Ordinance, 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 administrative cost.**

**By signing below, I agree to all of the above.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant′s Signature :** |  | **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.)**

**Please (✓) the documents that are attached to the application.**

**Required supporting documents:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | Photocopies of: | | | | |
| ( |  | | ) | Income proofs of applicant and household members (Group A and B) for the **latest 3 months**.  [If unemployed, please provide documentary proof. If received/receiving CSSA, please provide 申請獲准通知書 and Certificate of CSSA Recipients (for Medical Waivers)] | | | | |
| ( |  | | ) | Bank passbooks/statements of applicant and household members (Group A), including the page showing the account holder’s name, account number and all pages showing the transactions of the **latest 3 months**. | | | | |
| ( |  | | ) | Documents related to investments of applicant and household members (Group A) **as at application date**. | | | | |
| ( |  | | ) | Documents proving your emergency financial need for deferring tuition payment and that the tuition payment can be settled by the suggested deferred date. The followings are some suggestions. | | | | |
|  | | ( | | | ) | Out-of-Hong Kong proof of breadwinner(s) | | |
|  | |  | | |  | * Travel ticket showing breadwinner’s not-in-HK and arriving-HK status | | |
|  | | ( | | | ) | Loan from other(s) (future funding source with a specific fund-received date)   * Loan documents | | |
|  | | ( | | | ) | Serious illness of breadwinner(s) | | |
|  | |  | | |  | * Medical certificates / receipts / documentary proofs from doctors or hospitals | | |
|  | |  | | |  |  | | |
|  | | ( | | | ) | Accident of breadwinner(s) | | |
|  | |  | | |  | * Report record from the Police / other documentary proofs | | |
|  | |  | | |  |  | | |
|  | | ( | | | ) | Death of breadwinner(s) | | |
|  | |  | | |  | * Death certificate issued by the Births and Deaths Registry / documentary proofs from hospitals | | |
|  | |  | | |  |  | | |
|  | | ( | | | ) | Natural or man-made disaster, such as fire, explosion, robbery, etc. | | |
|  | |  | | |  | * Relevant supporting documents, such as report record from the Police | | |
|  | |  | | |  |  | | |
|  | | ( | | | ) | Others. | Please specify: |  |