

Hong Kong Shue Yan University
Tuition Deferment/Installment for First Semester of 2023/24
(For Current Full-time Undergraduates)
Application Guidelines

Students who have financial difficulties and are unable to settle the tuition fees during the registration period may apply for deferment or installment of tuition payment before the payment deadline.

Application Period

- **7 to 16 August 2023, before 6:00pm** (excluding Saturday and Sunday)
- Late applications will only be considered under exceptional circumstances and **an administration fee of HK\$200** will be charged for late application.

Types of Application

1. Applicants for **Financial Assistance Scheme for Post-secondary Students (FASP)** in 2023/24 offered by the Working Family and Student Financial Assistance Agency (WFSFAA):
 - received the **“Notification of Result”** (申請結果通知書) for the application;
 - but have not received the grant and/or loan yet.
2. Applicants for **Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)** in 2023/24:
 - had submitted the loan documents to WFSFAA and received the **“Confirmation of Submission of Loan Documents”** (確認已遞交貸款文件事宜);
 - but have not received the loans yet;
 - **have previously passed the means test of HKSJU**
3. Applicants for FASP in 2023/24:
 - submitted the **FASP application on or before 16 June 2023**;
 - received the **“Acknowledgement of Receipt of Application”** (接獲申請通知書);
 - but are waiting for the application result.
4. Undergraduates who cannot meet the above criteria but have financial difficulties in settling the tuition fees during the registration period.

Application Procedures

Download the application forms from the OSA website (<https://osa.hksyu.edu/student-finance/applications-results/>) and submit the application to the OSA according to the type of application. Please study this guideline carefully before submitting an application.

➤ **Procedures for Type 1 Application:**

- (a) Submit the following documents to the OSA by email (osa_finance@hksyu.edu) before the application deadline:
- Completed application forms (DF01 and DF02);
 - Copy of your Student ID Card;
 - Copy of “FASP Notification of Result” (申請結果通知書) in 2023/24;
 - Further supporting documents (if necessary).
- (b) Interview is **NOT** required.

➤ **Procedures for Type 2 Application:**

- (a) Submit the following documents to the OSA by email (osa_finance@hksyu.edu) before the application deadline:
- Completed application forms (DF01 and DF02);
 - Copy of your Student ID Card;
 - Copy of “Confirmation of Submission of Loan Documents” (確認已遞交貸款文件事宜) for NLSPS in 2023/24;
 - Further supporting documents (if necessary).
- (b) Interview is **NOT** required.

➤ **Procedures for Type 3 Application:**

(For students who submitted the application for FASP in 2023/24 **on or before 16 June 2023** only)

- (a) **Make an appointment for interview** before the application deadline.
- (b) Submit a hard copy of the following documents to the OSA for the interview:
- Completed application forms (DF01 and DF02);
 - Copy of your Student ID Card;
 - Copy of “Acknowledgement of Receipt of Application” (接獲申請通知書) for FASP;
 - Further supporting documents (if necessary).

➤ **Procedures for Type 4 Application:**

- (a) **Make an appointment for interview** before the application deadline.
- (b) Submit a hard copy of the following documents to the OSA for the interview:
- Completed application forms (DF01 and DF02);
 - An explanation letter stating (i) the reasons for application, (ii) the family’s financial condition, and (iii) the arrangement for tuition payment;
 - Copies of identity documents of you and your household members (e.g. HKID card, Student ID card, documentary proof if your parents have divorced);
 - Documents that demonstrate your financial hardships hindering the tuition payment, your plans to settle the fees, and confirmed sources of funds for tuition payment in the near future:

- Documents for proving the family's financial condition (**at least the recent 3 months**), such as income records and banking account records (including all accounts of savings, fixed deposits, foreign currency, bonds and shares, etc.) of your family members;
- Copy of "Acknowledgement of Receipt of Application" or "Notification of Result" from WFSFAA for application for FASP / NLSPS (if applicable);
- Property information (e.g. rent receipt, rental agreement, rates receipt, mortgage installment document);
- Documentary proof of the recipient of government assistance programs (e.g. copy of the certificate of CSSA Recipients, notification of result issued by the Social Welfare Department, copy of the certificate of disability allowance);
- Copy of dismissal letter, unemployment acknowledgment, medical certificates or death certificate of the household members, bankruptcy order of the household members made by court;
- Other supporting documents if necessary.

Application Results

- Applicants will be informed of the application results by the OSA by phone or email.
- **Type 1 or Type 2 Application → Tuition Deferment**
 - The tuition payment due date for successful applicants will be postponed to the end of August 2023 or until they receive the government grants or loans, **whichever is earlier**.
 - If the amount of government grant and/or loan approved is less than the tuition fees, the applicant is responsible for paying the full tuition fees by the approved deferred date using their own means.
 - If the loan documents for NLSPS are rejected by the WFSFAA, the applicant should settle the tuition fees without further delay.
- **Type 3 or Type 4 Application → Tuition Installment**
 - Successful applicants will be allowed to pay their tuition fees in two installments. **They must pay at least half of the tuition fees as the first installment during the registration period.** The actual amount will be determined by the University on a case-by-case basis.
 - For the second installment, successful applicants will normally be granted an extension period of up to three months, or until they receive the government grants or loans, **whichever is earlier**. In any case, the remaining tuition fees must be settled by the approved deferred date.
 - If the application for FASP and/or NLSPS is ultimately unsuccessful, or the applicant is in the process of lodging an appeal for the FASP and/or NLSPS application results, the applicant should settle the tuition fees by the designated deferred date without further delays.

Important Notes

1. Successful applicants are required to sign an undertaking at the OSA to promise that they will pay the approved amount of tuition on the designated date.
2. If an applicant breaks the undertaking, he/she will be considered to have unofficially withdrawn from the University, and all fees and charges paid are strictly non-refundable. The University also reserves the right to withhold the applicants' examination results and/or academic transcripts before they settle the outstanding tuition fees.
3. Successful applicants must pay the tuition fees for the first semester of 2023/24 by cheque or cashier's order made payable to "**Hong Kong Shue Yan University**".

Enquiry or Appointment Bookings

Please contact the Student Finance Section at 2806-7315 / 2806-5130 or via osa_finance@hksyu.edu.

Student Finance Section, Office of Student Affairs
(27 July 2023)