

**COMMUNITY COLLEGE OF CITY UNIVERSITY (CCCU)
REGULATIONS ON TUITION FEES**

FOR ASSOCIATE DEGREE PROGRAMMES

These regulations apply to students studying on Associate Degree programmes offered by the Community College of City University (CCCU) and students taking Associate Degree level courses at CCCU for non-award study. These regulations are not applicable to students studying on Pre-Associate Degree, Diploma / Certificate programmes and short courses offered by CCCU.

1. Authority

- 1.1 The College Executive Committee shall have the authority to formulate and update policies and regulations pertaining to student fees.

2. General

The schedule of fees and charges will be published in CCCU's websites.

3. Application Fee

An application for admission to CCCU's programmes / courses must be accompanied by payment of a specified application fee. The application fee is not refundable or transferable.

4. Acceptance Fee

- 4.1 To accept an offer of admission to CCCU, an applicant is required to pay an Acceptance Fee for the programme by the specified deadline.
- 4.2 The Acceptance Fee is not refundable or transferable except under the following circumstances where the fee is 100% refundable :
- when the applicant subsequently accepts another offer of an award programme of CCCU/CityU in the same semester/term of admission and has paid the relevant Acceptance Fee;
 - when the applicant fails to meet the condition(s) of admission offer resulting in a withdrawal of offer by CCCU; or
 - when the programme for which an offer is made is subsequently cancelled by CCCU.

5. Tuition Fees

- 5.1 The tuition fees of CCCU programmes are charged as a flat fee per annum or as a variable fee according to the number of credit units taken in each

semester/term.

- 5.2 For new students, the non-refundable Acceptance Fee paid at the time of admission under Section 4 is credited towards the tuition fee upon enrolment in CCCU. The balance of the tuition fee required for the first semester/term of study will be collected after the close of the course add/drop period. From the second semester/term onwards, the tuition fee payment schedule shall follow that of current students as stated in 5.3 and 5.4 below.
- 5.3 Students studying on programmes charging a flat tuition fee are normally required to pay the tuition fee in two equal installments each year: the first installment before the start of Semester A and the second installment before the start of Semester B.
- 5.4 Students studying on programmes charging tuition fees according to the number of credit units taken are required to pay a minimum tuition fee of two credit units before the start of Semesters A and B. The minimum tuition fee for Semesters A and B is chargeable under all circumstances, except when students apply for leave of absence or withdrawal of studies by the end of Week 2 as specified in 5.11 and 5.12 below.

The balance of the tuition fee chargeable for the semester/term will be calculated based on the number of credit units registered. Courses approved to be dropped will be subject to the following tuition charge:

Semester A/B

Time of Course Drop	Tuition Fee Liable
Up to the end of Week 2	0% *
Week 3 till the end of Week 6	50% *
Week 7 and afterwards	100% *

* Students will be liable for the tuition fee chargeable or the minimum tuition fee of two credit units, whichever is higher.

Summer Term

Time of Course Drop	Tuition Fee Liable
Up to the end of Week 2	0%
Week 3	50%
Week 4 and afterwards	100%

- 5.5 Students can access their own account summary and the due date for payment of fees from the e-Portal. To maintain their enrolment, students must pay all fees and charges by the payment due date. Students with financial difficulties may apply for deferral of tuition payment according to the procedures detailed in CCCU's websites. Students will be given a new payment due date if the application for deferral of tuition payment is successful.
- 5.6 Students taking CCCU courses on an individual basis for non-award study are required to pay the appropriate tuition fee prior to enrolment. The tuition fee is

not refundable or transferable except when the courses are subsequently cancelled by CCCU.

Penalties for Non-payment

- 5.7 Students who do not pay the fees and charges in full by the payment due date may have their studies terminated by CCCU. At the discretion of CCCU, these students may also be given a new due date to settle the original amount plus a late payment charge of 2% on the outstanding balance.
- 5.8 Students whose status has been made inactive, whether due to termination or withdrawal of studies, but with an outstanding balance in their student accounts will be flagged in the student record system as debtors. These students will be required to clear the amount when seeking admission/re-admission to CCCU/CityU in future.

Reinstatement Charge

- 5.9 Students may apply to the Academic Regulations and Records Office or the College Office to reinstate their student status after termination of studies due to non-payment of fees within the same semester/term. If the application is successful, the student will be required to pay a reinstatement charge in addition to the outstanding amount.

Change of Study Load

- 5.10 The Academic Regulations specify the permitted credit loading of full-time and part-time students. Except where special arrangements are made for their programme, students seeking an exception to the maximum/minimum loading should apply in writing to the Academic Regulations and Records Office for approval by CCCU. Applications should be made by the end of Week 2 in a semester/term. If the application is approved, the following tuition fees will apply as appropriate:

- (a) For programmes charging a flat tuition fee:
- Full-time students taking a reduced study load of 6 credit units or below in Semester A/B: 50% of the tuition fee will be charged for the semester.
 - Part-time students taking a reduced study load of 3 credit units or below in Semester A/B: 50% of the tuition fee will be charged for the semester.
 - Part-time students taking an overload exceeding 11 credit units in Semester A/B: the equivalent full-time tuition fee will be charged.
- (b) For programmes charging tuition fee according to the number of credit units taken:

- Tuition fee will be calculated based on the number of credit units taken by the student as specified in 5.4 above.

Leave of Absence

5.11 Students who cannot pursue their studies temporarily may submit an application for leave of absence to the Academic Regulations and Records Office following the procedures set out in CCCU's websites. If the application is successful, the student will be charged the following fees for the semester/term concerned:

Semester A/B

Time of Application	Tuition Fee Liabile
Up to the end of Week 2	0%#
Week 3 till the end of Week 6	50%*
Week 7 and afterwards	100%*

Students will be charged a Continuation Fee for maintaining an active enrolment status in CCCU.

* For programmes charged on a per credit unit basis, students will be liable for the tuition fee chargeable or the minimum tuition fee of two credit units, whichever is higher.

Summer Term

Time of Application	Tuition Fee Liabile
Up to the end of Week 2	0%
Week 3	50%
Week 4 and afterwards	100%

Withdrawal of Study

5.12 Students who do not plan to continue their studies at CCCU should submit a written notice of withdrawal to the Academic Regulations and Records Office following the procedures stated in CCCU's websites. Students will be subject to the following tuition charge for that semester/term on withdrawal of studies:

Semester A/B

Time of Notice	Tuition Fee Liabile
Up to the end of Week 2	0%
Week 3 till the end of Week 6	50%*
Week 7 and afterwards	100%*

* For programmes charged on a per credit unit basis, students will be liable for the tuition fee chargeable or the minimum tuition fee of two credit units, whichever is higher.

Summer Term

Time of Notice	Tuition Fee Liable
Up to the end of Week 2	0%
Week 3	50%
Week 4 and afterwards	100%

- 5.13 The Acceptance Fee paid at the time of admission under Section 4 will not be refunded to the students under any of the circumstances mentioned in 5.12 above.

Termination of Study

- 5.14 Students whose studies are terminated by the relevant Examination Board are not required to pay the tuition fee for the subsequent semester/term.

6. Graduation Fee

Students will be charged a graduation fee upon enrolment in a programme. The graduation fee will be refunded to the student who subsequently withdraws before graduation or whose studies are being terminated by CCCU.

7. Refund of Fees

Students who have overpayment in their student accounts as a result of cancellation or adjustment of tuition fees can apply for a refund of the overpaid amount, except for the non-refundable Acceptance Fee paid at the time of admission under Section 4, following the procedures published in CCCU's websites. Refund will not be made for an amount less than HK\$10.

8. Special Circumstances

- 8.1 Students studying on programmes that do not follow the Academic Calendar should follow the timelines and regulations specified by the respective programmes.
- 8.2 Where this policy does not adequately encompass exceptional individual circumstances, CCCU may consider individual cases. Such cases must be presented in writing together with supporting documentary evidence, and include a recommendation from the Head of the Division and submitted to the Principal for consideration.