

Community College of City University

Regulations on Tuition Fees

For Pre-Associate Degree Programme

These regulations apply to students studying on the Pre-Associate Degree programme offered by the Community College of City University (“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

- 2.1. The fees and charges of the Pre-Associate Degree programme, including any revisions effected each year, shall apply to all students on the programme regardless of their year of admission.

3. Application Fee

- 3.1. An application for admission to CCCU 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 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 Fee

- 5.1. The tuition fees of Pre-Associate Degree programme are charged as a flat fee per annum. An extra fee will be charged if a student is required to take the Intensive Language Courses or any other additional courses.
- 5.2. Students are normally required to pay the tuition fee in two installments each year: the first installment before the start of Semester A and the second installment before the start of Semester B.
- 5.3. Students will receive account statements notifying them of the amount of fees and charges owed to CCCU and the due date for payment. To maintain their enrolment status, students must pay all fees and charges by the payment due date. Students with financial difficulties may apply for deferral of tuition payment. Students will be given a new payment due date if the application for deferral of tuition payment is successful.

Penalties for Non-payment

- 5.4. 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.
- 5.5. 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.

Leave of Absence

- 5.6. Students who cannot pursue their studies temporarily may submit an application for leave of absence. Applications for leave of absence should be made before the start of the semester.
- 5.7. If the application for leave of absence is received after the start of the semester but before the end of Week 6, the student will be liable for 50% of the tuition for that semester, if the application is subsequently approved.
- 5.8. If the application for leave of absence is received in Week 7 or afterwards, the student will be liable for 100% of the tuition for that semester, if the application is subsequently approved.
- 5.9. 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 above.

Withdrawal of Study

- 5.10. Students who do not plan to continue their studies should submit a written notice of withdrawal. If the written notice is received before the start of the semester, the student will not be liable for the tuition for that semester.
- 5.11. If the written notice of withdrawal is received after the start of the semester but before the end of Week 6, the student will be liable for 50% of the tuition for that semester.
- 5.12. If the written notice of withdrawal is received in Week 7 or afterwards, the student will be liable for 100% of the tuition for that semester.
- 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 above.

Termination of Studies

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

6. Graduation Fee

- 6.1. 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

- 7.1. 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. Refund will not be made for an amount less than HK\$10.

8. Special Circumstances

- 8.1. 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 Centre and submitted to the Principal for consideration.