



澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

## Caution Fee Refund Application Rules

After graduation, students may apply for a refund of caution fees by submitting an application in the Caution Fee App of the WeMust Student App. After the deduction of outstanding fees, the remaining balance of caution fee will be returned to students via the specific method selected by students in WeMust Student App.

### I. Application Procedures

1. All students must duly submit the caution fee refund application in the Caution Fee App of the WeMust Student App.
2. The Caution Fee App will list the matters that students need to follow up. The relevant matters including book rental, locker rental, dormitory check-out, payable in the WeMust Students App and refund of wallet balance, etc. Students can start the refund procedure after completing all of the above.
3. Choosing refund method, please refer to Point 3 for details.
4. Students who choose Refund to other banks must submit the duly signed original of Application Form and the relevant bank account information at the Finance Office Service Counter in person.

### II. Points to note

1. Students must follow the requirements of different refund methods in the Caution Fee App of the WeMust Student App. Students may need to submit the Application Form and the relevant bank account information at the Finance Office Service Counter in person. For details, please refer to Point 3 Refund Method .
2. Students can check the matters students need to follow up in the Caution Fee App. If there is any doubt, students should contact the relevant department to follow up.
3. If Pre-University students continue to apply for Dormitory in the new academic year, the caution fee refund will only commence after Student Affairs Office have completed the student's check-in process.
4. Graduates should file their application for the Caution Fee refund within 15 months from the Date of Graduation Award; otherwise, the Caution Fee will not be refunded or transferred.
5. Refunds will only be deposited into students' personal bank accounts. Students can no longer authorize another party to collect refunds on their behalf.
6. Students are solely responsible for delays in the remittance of funds caused by incorrect or invalid information on contact or banking details so provided. All applicable bank charges will be deducted from the remittance amount of the refund.
7. After a remittance or autopay has been made, students will receive a notification from the Caution Fee App after which students can check their bank account.
8. Upon receiving advice from the bank about returned fund, the Finance Office will notify the students via their e-mail.

add . Students who fail to process refund procedures within the prescribed period (ie. 6 months from the date of the email) will be deemed to have given up the refund. The University will donate the refund to the MUST Alumni Federation without further notice to students.

9. For students who choose Donation , once it is confirmed, no further modification is allowed.
10. No changes could be made once the students confirm the refund method and submit an application in the Caution Fee App. **Students must submit a written application to the Finance Office to make changes and seek approval.** An administrative fee of MOP/HKD200 will be charged.
11. If students have not received the refund or notice after three months from the date of submission of the form to the Finance Office Service Counter, please contact the Finance Office during office hours.

### III. Refund Method:

1. Donation: If students choose donation to the MUST Alumni Federation, it means students agree to authorize the Finance Office

