



DEFERRAL APPLICATION FORM

Please read the notes overleaf before completing this form

Please use capital letters

I. PARTICULARS OF STUDENT			
Name in Chinese (as printed on ID) _____			Student No. _____
Name in English (as printed on ID) _____		ID Card No.	_____
Correspondence Address _____		Postal Code	_____
E-mail Address _____		Contact No.	_____
Program	Bachelor of Business Administration	Bachelor of International Tourism Management	Bachelor of Hotel Management
II. DEFERRAL INFORMATION			
Intended Semester of Deferral: 20____/20____ Semester (_____) Please consider carefully before filling-in)			
Intend to Resume Study in 20____/20____ Semester 9 (_____) 11 (_____) 2 (_____) 5 (_____)			
Reason for Deferral (Please select one of the followings)			
1.	Admission to another university		
2.	Emigration (_____) Please submit your request in writing and provide supporting documents for refund of tuition fee)		
3.	Financial difficulty		
4.	Health reason (_____) Please provide supporting documents)		
5.	Heavy workload		
6.	Others, please specify _____		
Note: Students must apply to resume study and are required to follow the University's study plan, class sessions and fee policy prevailing at that time			
III. REFUND			
I fully understand the <i>Terms of Deferral and Refund</i> stated in the Student Handbook, and accept the University's decision about refund.			
(_____) AUTOPAY(For bank account in Macau)			
(_____)	a.	10	b. _____ /
Student should provide (NOT accepted credit card nor bank card)			
a. MOP account number of any bank in Macau; and for Tai Fung bank account, a handling fee of \$10 will be charged by the bank or			
b. HKD bank account at Bank of China Macau Branch / The Industrial and Commercial Bank of China Macau Branch only.)			
Please fill bank details in the following:			
Bank Name	_____	Account Name	_____
Account No.	_____	Account Currency	HKD / MOP
Notes	1. _____ For collection		
	2. _____ on behalf, a written authorization, ID copies of the consignor and trustee should be provided.		
	3. _____ with bank account information attached to the application form. Must sign same as ID card signature mode in the blank. Please provide a clear bank book copy		
	4. _____ Any service charges from the bank should be borne by student, and would be deducted from the caution fee without any notice.		
Student must provide accurate information of account number and the name of bank account. Furthermore, the student should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.			

Personal Declaration

1. I hereby confirm that I fully understand and agree to the details listed above.
2. _____ I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the Personal Data Collection Statement of Macau University of Science and Technology.

Student's Signature _____ Date _____

IV. FOR OFFICE USE ONLY

A) COUNTER

MOP/HKD2,000 Retention Fee Paid
Receipt No. _____

Received and checked the bank account
information _____

Received by _____ Date _____

B) COUNTER

COES Application recorded in COES system

Received by _____ Date _____

C) SCHOOL OF CONTINUING STUDIES

Student Status: _____

Intend to Resume Study in: _____

Staff Comments _____

Approved _____ (H)
Not Approved(Go to Part H)

Remarks: _____

Signature of the Director _____

Checked and updated the personal information of student

Attach suggested study plan

Signature _____

Comments: _____