



MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

APPLICATION FOR EXTENSION OF TUITION FEE PAYMENT

_____ Please read the notes overleaf before completing this form.
Please use capital letters.

I. PARTICULARS OF STUDENT

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Name in Chinese (as printed on ID) _____	Application No./Student No. _____
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Name in English (as printed on ID) _____	Contact No. _____
Correspondence Address _____	

Postal Code _____	E-mail Address _____
Program	Bachelor of Business Administration Bachelor of International Tourism Management

II. APPLICATION DETAILS (CHOOSE ONE ONLY)

A.	Application for extension of tuition fee payment for the _____ academic year, Debit Note No. _____.
B*.	Application for changing payment option for tuition fee for the _____ academic year, Debit Note No. _____
*	/
/	2,000
Installments to pay for tuition fee please provide Cheque /Cashier Order to pay “the amount payable shown on the debit note of 50% and MOP/HKD2000 deposit of tuition fee.	

III. / REASON FOR EXTENSION

Please select one of the followings	
1.	Waiting for Loan Approval from DSEJ
2.	Waiting for Loan Approval from Bank
3.	Waiting for Approval of Application for In-House Course Tuition Fee Exemption
4.	Others, please specify
*	_____ Official supporting documents must be provided.

IV. PAYMENT METHOD

Personal Declaration



MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

V. FOR OFFICE USE ONLY

<p>A) APPROVAL OF ACCOUNTS OFFICE</p> <p>Issue date _____ ; Due date _____ Charge Amount MOP/HKD _____</p> <p>Bank-in date _____ ; Receipt No. _____ Paid Amount MOP/HKD _____</p> <p>Extend / Staging to: _____ / _____ / _____ (DD/MM/YYYY) Payable Balance MOP _____</p> <p>COMMENTS _____</p> <p>_____</p> <p>_____</p> <p>Accounts Office Signature _____ Date _____</p>	
<p>B) ACCOUNTS OFFICE</p> <p>(_____)</p> <p>Data entered into the system (New Debit Note No: _____)</p> <p>Student being notified the result in writing</p>	<p>Authorized Signature _____</p> <p>Date _____</p>

(i) I II III IV _____

(ii) / 2,000 _____

(iii) _____

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Notes to Students

1. Student who wishes to apply for extension of tuition fee payment should follow the procedures specified below:
 - (i) Complete Section I, II, III & IV of this form.
 - (ii) Submit this form in person to SCS together with MOP/HKD2,000 deposit of tuition fee and any other documentary proof to support the application.
 - (iii) Application and payment should be submitted before the Debit Note due date.
2. Late application or insufficient document as required above will not be accepted.
3. Student will be informed in writing about the result of application within 3 weeks (subject to postmark) upon completion of all the above procedures.
4. The “Retention fee for deferral/installment” can only be utilized to off-set against the up-coming tuition fee payable.
5. Student may apply for extension of tuition fee payment only once in every academic year.
6. All fees paid are non-refundable or non-transferable.
7. The University reserves the right to all arbitration in case of any disputes.