

# CITY UNIVERSITY OF HONG KONG

## REGULATIONS ON TUITION FEES

(Effective from 9 April 2020)

These regulations apply to students studying on taught programmes/degrees leading to CityU awards and students taking CityU courses for non-award study. These regulations are not applicable to students studying on MPhil, PhD and courses and programmes offered by the School of Continuing and Professional Education.

### **1. Authority**

- 1.1 The President shall have the authority, with endorsement of the President's Cabinet on recommendation of the Provost and Director of Finance to approve tuition fee levels for UGC-funded programmes/degrees, and tuition fee levels including acceptance fees for self-financing programmes/degrees; and other fees related matters and new guidelines/policies that could be considered sensitive. Annual reports should be submitted to the Budget Committee for information.
- 1.2 The Provost has been delegated the authority to formulate and update policies and regulations pertaining to student fees under the Regulations on Tuition Fees; and approve student fees and charges other than tuition fees on recommendation of the Director of Finance.
- 1.3 The Director of Finance has been delegated the authority to approve the procedures for fees collection/refund and special cases as stipulated in Clause 8 of this Regulations.

### **2. General**

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

### **3. Application Fee**

An application for admission to the University's programmes/degrees/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 the University, an applicant is required to pay an Acceptance Fee for the programme/degree 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 the University 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 the University; or
- when the programme/degree for which an offer is made is subsequently cancelled by the University.

## 5. Tuition Fees

5.1 The tuition fees of CityU programmes/degrees are generally charged as a flat fee per annum or as an instalment of every semester on a per-credit-unit basis.

5.2 For new students, the non-refundable Acceptance Fee paid at the time of admission under Section 4 will be credited towards the tuition fee chargeable in the 1<sup>st</sup> statement.

5.3 **Students studying on programmes/degrees charging a flat tuition fee**  
Students are normally required to pay the tuition fee in two equal installments each year: the first installment will be charged before the start of Semester A and the second installment before the start of Semester B.

5.4 **Students studying on programmes/degrees charging tuition fees on a per-credit-unit basis**

(a) For Students Admitted in or before 2019 Cohort

Students will be charged a minimum tuition fee of two credit units before the start of Semesters A and B. The balance of the tuition fee chargeable for the semester/term will be calculated based on the number of credit units registered.

(b) For Students Admitted in or after 2020 Cohort

Students will be charged an instalment in the first statement before the start of Semesters A and B. Instalment payments will offset the tuition fees of the student's actual course registration in the concerned semester. If the instalment is greater than the tuition fees for the semester, the balance will be credited back to the student's account to cover future tuition fees. For instalment that cannot cover the tuition fees for the semester, additional tuition fees will be charged in the second statement.

(c) Minimum Tuition Fee

A minimum of two credit units is chargeable for Semesters A and B under all circumstances, except when students apply for leave of absence or withdrawal of studies by the end of Week 2 as specified in 5.13 and 5.14 below.

(d) Course Drop

Courses approved to be dropped will be subject to the following tuition charge:

#### Semester A/B

<b>Time of Course Drop</b>	<b>Tuition Fee Liabile</b>
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

<b>Time of Course Drop</b>	<b>Tuition Fee Liabile</b>
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 CityU Portal in AIMS. To maintain their enrolment, students must pay all fees and charges by the payment due date. UGC-funded students with financial difficulties may apply for deferral of tuition payment according to the procedures detailed in the University'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 CityU 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 the University.
- 5.7 Students approved by the Colleges/Schools/Departments to participate in cultural exchange (no credit is allowed to be transferred back to the University) for a semester or a year, are required to pay a Continuation Fee for maintaining an active enrolment status in the University for the semester/term concerned.

#### Payment

- 5.8 Students should pay the tuition fees as charged in the first statement on or before the payment due date below and settle any subsequent adjustment on or before the deadline as mentioned in the second statement.

<b>Programme Type</b>	<b>Due Date (1<sup>st</sup> Statement)</b>
Undergraduate Programmes	1 <sup>st</sup> working day of the semester
Postgraduate Programmes	1 <sup>st</sup> working day of the semester
Executive Programmes	1 <sup>st</sup> day of the teaching week

#### Penalties for Non-payment

- 5.9 Students who do not pay the fees and charges in full by the payment due date may be barred from accessing University facilities and have their studies terminated by the University. At the discretion of the University, 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.

- 5.10 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 the University in future.

#### Reinstatement Charge

- 5.11 Students may apply to the University to reinstate their student status after termination of studies due to non-payment of fees no later than the end of the teaching period 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. From the start of the examination period, no reinstatement will be allowed, and students who wish to resume their study at the University will have to apply for re-admission in the following semester/term, which will be subject to the admission application, selection process and approval by the University.

#### Change of Study Load

- 5.12 The Academic Regulations specify the permitted credit loading of full-time and part-time students. Except where special arrangements are made for their programme/degree, students seeking an exception to the maximum/minimum loading should apply in writing for approval by the University. 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/degrees 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/degrees charging tuition fees on a per-credit-unit basis:
- Tuition fee will be calculated as specified in 5.4 above.

#### Leave of Absence

- 5.13 Students who cannot pursue their studies temporarily may submit an application for leave of absence following the procedures set out in the University's websites. If the application is successful, the student will be charged the following fees for the semester/term concerned:

#### Semester A/B

<b>Time of Application</b>	<b>Tuition Fee Liable</b>
Up to the end of Week 2	0% (Students will be charged a Continuation Fee for maintaining an active enrolment status in the University)
Week 3 till the end of Week 6	50%*
Week 7 and afterwards	100%*

\*For programmes/degrees 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

<b>Time of Application</b>	<b>Tuition Fee Liable</b>
Up to the end of Week 2	0%
Week 3	50%
Week 4 and afterwards	100%

#### Withdrawal of Study

- 5.14 Students who do not plan to continue their studies at the University should submit a written notice of withdrawal following the procedures stated in the University's websites. Students will be subject to the following tuition charge for that semester/term on withdrawal of studies:

#### Semester A/B

<b>Time of Notice</b>	<b>Tuition Fee Liable</b>
Up to the end of Week 2	0%
Week 3 till the end of Week 6	50%*
Week 7 and afterwards	100%*

\*For programmes/degrees 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

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

- 5.15 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 5.14 above.

#### Termination of Study

- 5.16 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/degree. The graduation fee will be refunded to the student who subsequently withdraws before graduation or whose studies are being terminated by the University.

## 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 the University's websites. Refund will not be made for an amount less than HK\$10.

## 8. Special Circumstances

8.1 Students studying on programmes/degrees that do not follow the University Academic Calendar should follow the timelines and regulations specified by the respective programmes/degrees.

8.2 Where this policy does not adequately encompass exceptional individual circumstances, the University 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 home academic unit and/or the Director of the Student Development Services where appropriate, and submitted to the following parties for consideration:

Area	Approval Parties
Special student cases relating to acceptance fees or other admissions related fees:  - Undergraduate Programmes/ Degrees  - Taught Postgraduate and Professional Doctorate Programmes	Director of Finance on recommendation of the Director of Admissions Office  Director of Finance on recommendation of the Associate Dean of the School of Graduate Studies
Special student cases relating to tuition fees:  - Undergraduate Programmes/ Degrees  - Taught Postgraduate and Professional Doctorate Programmes	Director of Finance on recommendation of the Director of Academic Regulations and Records Office  Director of Finance on recommendation of the Associate Dean of the School of Graduate Studies