

# PolyU Hong Kong Community College

## Freshman Guide

### Programme Registration & Useful Information

**2023/24**

### Associate Degree & Higher Diploma Programmes

**For all registration matters, please go to PolyU West Kowloon Campus.**

Appendix: Earn a Bachelor's Honours Degree Awarded by PolyU in 4 Years (PolyU HKCC+PolyU SPEED)

(07/2023)

## Important Dates for PolyU HKCC Freshmen

Important Date	Action	Target Students
Payment of Registration Fee and Complete Registration Procedures on OAA		
By 12:00 noon, 24 July * (Deadline for payment of Registration Fee and payment declaration on <a href="#">OAA</a> for non-current DSE applicants for HD in Social Work was <b>9 July</b> )	1. Settle Registration Fee HK\$5,000^ and 2. Log in to the <a href="#">Online Application for Admission (OAA)</a> system to declare the settlement of your payment (failure to do so will be regarded as giving up your study place)	All freshmen
24 to 28 July	Log in to the <a href="#">OAA</a> system to: 1. Upload the required registration documents, 2. Complete online “ <a href="#">Freshman Registration Form</a> ”	
Tuition Fee Payment and Programme Registration		
26 to 27 July Application for “Deferred Payment of Remaining Tuition Fee”	Bring along your application for “Deferred Payment of Remaining Tuition Fee” and documentary proof to Registration Office, <a href="#">PolyU West Kowloon Campus</a> , 9 Hoi Ting Road, Yau Ma Tei, Kowloon	For freshmen with such needs
By 5:00 pm, 10 August Settle the remaining tuition fee	1. Settle the remaining tuition fee^ and 2. Log in to the <a href="#">OAA</a> system to declare the settlement of your payment 3. (failure to do so will be regarded as giving up your study place)Date and time of registration will be shown on the <a href="#">OAA</a> system after declaring your payment	All freshmen
16 to 24 August Programme Registration	Complete registration at Registration Office, PolyU West Kowloon Campus <b>in person</b> according to the date and time assigned to you	All freshmen
Application for Withdrawal of Study (and Refund of Fees)		
By 12:00 noon, 11 August	Submit applications for “Withdrawal of Study (and Refund of Registration Fee (and Remaining Tuition Fee), if applicable)” via the <a href="#">OAA</a> system (for those who meet specific requirements only)^	For freshmen with such needs
10 to 14 August (except Saturday and Sunday)	Bring along your application for “Withdrawal of Study (and Refund of Registration Fee (and Remaining Tuition Fee), if applicable)” and supporting documents to Registration Office, <a href="#">PolyU West Kowloon Campus</a>	
Programme Orientation		

28 August to 1 September	Attend Programme Orientation (Date, time and other details will be sent to you by email in mid-August)	All freshmen
<b>Others</b>		
Before commencement of study	<ol style="list-style-type: none"> <li>1. Submit application for “Financial Assistance Scheme for Post-secondary Students” and “Non-means-tested Loan Scheme for Post-secondary Students” (if applicable) at <a href="#">MyGovHK@your service</a>. For details, please visit: <a href="http://www.wfsfaa.gov.hk/sfo">www.wfsfaa.gov.hk/sfo</a>.</li> <li>2. For non-local students, obtain a valid study visa before 1 September 2023, or else your registration will be nullified.</li> </ol>	For freshmen with such needs
<b>Commencement of Study</b>		
4 September	Semester One 2023/24 starts	All freshmen

\* The deadline may vary among freshmen. Please refer to the email notification or Notice of Payment – 2023/24 Registration Fee for details. The deadline of 12 noon, 24 July for paying the Registration Fee to tertiary institutions was recommended by the Education Bureau so as to allow enough time for consideration.

^ Please read “Withdrawal of Study (and Refund of Registration Fee (and Remaining Tuition Fee), if applicable)” under “Important Notice” on p.13 of this “Freshman Guide” carefully for the refund policy.

The above arrangements are subject to the announcement at [PolyU HKCC website](#).

## Registration Steps

You must complete the following three steps by the stipulated deadlines, otherwise your registration will be considered unsuccessful.

### Step 1 Settle the Registration Fee and Declare the Settlement of Your Payment

#### Procedure 1: Settlement of Registration Fee

Settle the Registration Fee of HK\$5,000 by **12:00 noon, 24 July (Monday)**\* and keep your payment slip / reference number after transaction as proof of payment. For payment methods and details, please refer to the “Payment Methods 2023/24” on p.7 in this Freshman Guide.

#### Procedure 2: Declare the Settlement of your Payment on OAA in “Part 1: Payment Declaration of Registration Fee (HK\$5,000)”

Log in to the [OAA](#) system, click on “Payment Declaration of Registration Fee & Uploading Registration Documents”, and then input your payment details for declaration by **12:00 noon, 24 July (Monday)**. Otherwise, your study place will be nullified.

After payment declaration of your registration fee, the [OAA](#) system will show the details of the remaining tuition fee immediately (**including a new 8-digit debit note number** and the amount payable) as well as the date and time of your registration at [PolyU West Kowloon Campus](#) in mid-August.

For “Procedures for Payment Declaration of Registration Fee Online”, please click [HERE](#).

#### Procedure 3: Complete other Requirements on OAA in “Part 2: Upload Registration Documents”

**From 24 to 28 July**, log in to the [OAA](#) system and complete the following three requirements:

**Requirement 1 – Download the following documents by clicking the tag “Payment Declaration of Registration Fee Payment & Uploading Registration Documents”, and then upload the duly filled in and signed documents to [OAA](#):**

- i) [Declaration](#)
- ii) [Consent for CEF Course Participant upon Enrolment](#)

Upload the above duly filled in and signed documents and then submit them to us when you come for registration at [PolyU West Kowloon Campus](#) in mid-August.

**Requirement 2 – Upload the following required documents by clicking the tag “Payment Declaration of Registration Fee Payment & Uploading Registration Documents”:**

- i) Copy of HKID card / passport;
- ii) Payment receipts or proofs (the original should be submitted during registration in mid-August);

- iii) Duly signed “[Declaration](#)” (For those who are under the age of 18 on 24 July 2023, “Part II Declaration by Parent / Guardian of Student” must be signed by their parents or guardians.)
- iv) Duly filled in and signed “[Consent for CEF Course Participant upon Enrolment](#)”, and
- v) Student photo

**Photo Requirements**

- The photo must either be a JPEG or JPG file of less than 1MB
- The size of the photo must not be less than 768 (width) x 1,024 (height) pixels
- The length of the head, from chin to crown, must be at least 60% of the height of the photo
- There should be sufficient headroom
- The photo should show your full frontal face with clear facial features
- The photo should be in colour, recent (within 3 months) and should have a plain white background
- When you take the photo, do not wear headaddresses or heavy make-up; overly dark or overly light-coloured clothing should also be avoided
- The photo will not be accepted in the following cases:
  - Wearing school uniform
  - Image not centred
  - Eye glasses with flashlight reflection or blocking the eyes
  - Hair covering the eyes or eyebrows
  - No selfie
  - With shadow; too light or too dark
  - Stamped with a school seal or stained

**Requirement 3 – Complete the online [Freshman Registration Form](#) in “Part 3: Complete online Freshman Registration Form”**

**For Procedures for Uploading Registration Documents Online, please click [HERE](#).**

**Step 2 Settle the Remaining Tuition fee and Declare the Settlement of Your Payment**

Procedure 1: Settlement of Remaining Tuition Fee

Settle the remaining tuition fee by **5:00 pm, 10 August (Thursday)** and keep the payment proof.

Note:

The debit note number for the remaining tuition fee and payment methods are different from those for the Registration Fee. You can log in to the [OAA](#) system to check the details of the remaining tuition fee (the debit note number and the amount payable). **The online procedures for enquiring remaining tuition fee can be viewed [HERE](#).** For payment methods and details, please refer to p.7 of this Freshman Guide.

#### Procedure 2: Declaration of Payment

After paying the remaining tuition fee, log in to the [OAA](#) system, click on “Payment Declaration of Remaining Tuition Fee”, and then input your payment details for declaration by **5:00 pm, 10 August (Thursday)**. Otherwise, your study place will be nullified and the fees paid **will not** be refunded.

After declaration, the [OAA](#) system will show again the date and time of your registration at PolyU West Kowloon Campus in mid-August.

Please click “[Procedures for Payment Declaration of Remaining Tuition Fee Online](#)” for details.

### Step 3 Complete Registration Procedures in Person

#### **For applicants sitting DSE during 2019-2023**

Please come to PolyU West Kowloon Campus to complete your registration and collect your Student Identity Card according to the date and time assigned to you.

Bring along the following documents for registration:

- i) **HKID card** (or Passport and valid student visa for non-Hong Kong resident);
- ii) **Payment proof of the Registration Fee and the remaining tuition fee**, e.g. payment slip, print-out of online bill payment;
- iii) **Notice of Offer**;
- iv) Duly filled in and signed “[Consent for CEF Course Participant upon Enrolment](#)”, and
- v) Duly signed “[Declaration](#)” (For those who are under the age of 18 on 24 July 2023, “Part II Declaration by Parent / Guardian of Student” must be signed by their parents or guardians.)

#### **For non-DSE applicants or applicants sitting DSE during 2012-2018 only**

Please come to PolyU West Kowloon Campus to complete your registration and collect your Student Identity Card according to the date and time assigned to you.

Bring along the following documents for registration:

- i) **HKID card** (or Passport and valid student visa for non-Hong Kong resident);
- ii) The originals and a copy of your **academic certificates**, e.g. DSE result slips obtained in or before 2018, graduation certificates/ parchment, and transcripts of diploma programmes;
- iii) **Payment proof of the Registration Fee and the remaining tuition fee**, e.g. payment slip, print-out of online bill payment;
- iv) **Notice of Offer**;
- v) Duly filled in and signed “[Consent for CEF Course Participant upon Enrolment](#)”, and
- vi) Duly signed “[Declaration](#)” (For those who are under the age of 18 on 24 July 2023, “Part II Declaration by Parent / Guardian of Student” must be signed by their parents or guardians.)

Note: Failure to produce any of the above documents will result in unsuccessful registration.

**Registration Completed – Welcome Aboard PolyU HKCC!**

## Important Notice

### 1. Registration Fee and Remaining Tuition Fee

The Registration Fee for all programmes is HK\$5,000. The table below shows the remaining tuition fee for different programmes:

Programme	Remaining Tuition Fee <sup>@</sup>
Associate in Health Studies	HK\$29,285 - \$32,160
Associate Degree Scheme in Design	HK\$29,720 - \$31,935
Associate of Science, and Higher Diploma Scheme in Engineering	HK\$28,625 - \$37,485
Higher Diploma in Social Work	HK\$35,270 - \$37,485
Other Associate Degree and Higher Diploma programmes	HK\$28,625 - \$30,840

<sup>@</sup> The amount covers the caution money (HK\$400) and the remaining tuition fee (after the deduction of the Registration Fee of HK\$5,000). The total amount of tuition fee is calculated based on the number of credits taken. The actual fee depends on subjects taken. Students who do not meet certain requirements in public exams are required to take more credits which incur additional tuition fees. The tuition fee for non-local students is different from that for local students. For details, please refer to our [website](#) and the Notice of Payment.

**You must pay the amount specified in the debit note by the deadline. DO NOT deduct HK\$5,000 by yourself.**

### 2. Payment Methods 2023/24

#### ① Registration Fee of HK\$5,000 (Deadline: By 12:00 noon, 24 July (Monday))

You can choose one of the following methods to settle the Registration Fee (HK\$5,000)

##### Method 1 – Automatic Teller Machine (ATM)

Settle the fee via an ATM (with bill payment service) of the Hongkong and Shanghai Banking Corporation Ltd. (HSBC), Hang Seng Bank or JETCO by completing the steps below:

- i) Select “Bill Payment” **(DO NOT settle the fee by payment transfer)**;
- ii) Select “Education Institutions” and “The Hong Kong Polytechnic University”; then key in “01” as Bill Type;
- iii) Key in your Personalised 8-digit Debit Note Number (printed on the “Notice of Payment” and in the format of “4xxxxxxx”) and the total amount (HK\$5,000);
- iv) Select your payment account;
- v) Print the customer advice for record, log in to the [OAA](#) system to declare the settlement of your payment.



## Method 2 – PPS

Settle the fee by PPS internet via the steps below:

- i) Open a PPS account through any [PPS Registration Terminal](#), if you do not have one;
- ii) Register your debit note by log in to PPS internet, select “Add Bill”, key in the merchant code of PolyU “77” and the bill account number which is your Personalised 8-digit Debit Note Number (printed on the “Notice of Payment” and in the format of “4xxxxxxx”); get your mobile phone ready and follow the instructions to proceed to the Two-Factor Authentication;
- iii) Settle the fee after completion of registration, select “Pay Bill” and key in the total amount (HK\$5,000) and payment date;
- iv) Print or save the confirmation page after the transaction; log in to the [OAA](#) system to declare the settlement of your payment.

You may also settle the fee via PPS by phone, please refer to [www.ppshk.com](http://www.ppshk.com) for details.

## Method 3 – Internet Banking Bill Payment Service

Settle the fee via the Internet Banking Bill Payment Service of the banks listed on p.11 of this Freshman Guide by completing the steps below:

- i) Log in to the internet banking and select “Bill Payment Service”;
- ii) Add “New Merchant”, select “Education Institutions” as category and “The Hong Kong Polytechnic University” as payee; then select “01” as bill type;
- iii) Key in the Bill Payee Account No., i.e. your Personalised 8-digit Debit Note Number (printed on the “Notice of Payment” and in the format of “4xxxxxxx”);
- iv) Select your payment account and enter the amount (HK\$5,000) and payment date;
- v) Print or save the confirmation page after the transaction; log in to the [OAA](#) system to declare the settlement of your payment.

## Method 4 – Cash / Crossed Cheque (ONLY applicable to payment at Hang Seng Bank counter)

If you wish to make your payment by cash/crossed cheque, you are required to obtain the bank-in-slip from the College via email before settling the payment at Hang Seng Bank.

Steps are as follows:

- i) On or before **20 July**, send your full name (as shown on your HKID card) and HKCC Application Number (23xxxxxxA) via email to [cc.car@hkcc-polyu.edu.hk](mailto:cc.car@hkcc-polyu.edu.hk), with subject “Request for bank-in-slip”. The bank-in-slip (in PDF format) will be sent to you via email on **21 July** the latest.
- ii) You should print the bank-in-slip and bring it along to any Hang Seng Bank with counter service for payment by cash or a crossed cheque before the deadline. The crossed cheque should be made payable to “The Hong Kong Polytechnic University” with your name, HKCC Application Number (23xxxxxxA) and **Personalised 8-digit Debit Note Number** (printed on the “Notice of Payment” and in the format of “4xxxxxxx”) written on the back of the cheque.

**DO NOT deposit the cheque via the Quick Cheque Deposit Machine or drop the cheque into the collection box at the bank.**

**If your cheque could not be cashed, you must inform the College immediately and settle the Registration Fee within one working day. You also need to pay a handling fee of HK\$200, or else you will be regarded as giving up your study place.**

- iii) Keep the payment receipt for verification / proof of the payment; log in to the [OAA](#) system to declare the settlement of your payment.

## **② Remaining Tuition Fee (Deadline: By 5:00 pm, 10 August (Thursday))**

You can log in to the [OAA](#) system to check the details of the remaining tuition fee, including your Personalised 8-digit Debit Note Number, the amount payable, and the payment deadline. You can choose one of the following methods to settle the remaining tuition fee (Note: the debit note number of the remaining tuition fee is different from that of the Registration Fee):

### Method 1 – Automatic Teller Machine (ATM)

Settle the fee via an ATM (with bill payment service) of the Hongkong and Shanghai Banking Corporation Ltd. (HSBC), Hang Seng Bank or JETCO by completing the steps below:

- i) Select “Bill Payment” **(DO NOT settle the fee by payment transfer)**;
- ii) Select “Education Institutions” and “The Hong Kong Polytechnic University”; then key in “01” as Bill Type;
- iii) Key in your Personalised 8-digit Debit Note Number (printed on the “Notice of Payment” and in the format of “4xxxxxxx”);
- iv) Key in the amount (i.e. the amount payable printed on the “Notice of Payment”);
- v) Select your payment account;
- vi) Print the customer advice for record, log in to the [OAA](#) system and input the payment details to declare the settlement of your payment.

### Method 2 – PPS

Settle the fee by PPS internet via the steps below:

- i) Open a PPS account through any [PPS Registration Terminal](#), if you do not have one;
- ii) Register your debit note by log in to PPS internet, select “Add Bill”, key in the merchant code of PolyU “77” and the bill account number which is your Personalised 8-digit Debit Note Number (printed on the “Notice of Payment” and in the format of “4xxxxxxx”); get your mobile phone ready and follow the instructions to proceed to the Two-Factor Authentication;
- iii) Settle the fee after completion of registration, select “Pay Bill” and key in the amount payable and payment date;
- iv) Print or save the confirmation page after the transaction; log in to the [OAA](#) system to declare the settlement of your payment.

You may also settle the fee via PPS by phone, please refer to [www.ppshk.com](http://www.ppshk.com) for details.

### Method 3 – Internet Banking Bill Payment Service

Settle the fee via the Internet Banking Bill Payment Service of the banks listed on p.11 of this Freshman Guide by completing the steps below:

- i) Log in to the internet banking and select “Bill Payment Service”;
- ii) Add “New Merchant”, select “Education Institutions” as category and “The Hong Kong Polytechnic University” as payee;
- iii) Then select “01” as bill type;
- iv) Key in the Bill Payee Account No., i.e. your Personalised 8-digit Debit Note Number (printed on the “Notice of Payment” and in the format of “4xxxxxxx”);

- v) Select your payment account and enter the amount payable and payment date;
- vi) Print or save the confirmation page after the transaction; log in to the [OAA](#) system to declare the settlement of your payment.

Method 4 – Cash / Crossed Cheque (ONLY applicable to payment at Hang Seng Bank counter)

You are required to obtain the bank-in-slip for the remaining tuition fee from the College via email before settling the payment at Hang Seng Bank.

Steps are as follows:

- i) At least three working days before (i.e. on/before 7 August) the payment deadline, send your full name (as shown on your HKID card) and HKCC Application Number (23xxxxxxA) via email to [cc.car@hkcc-polyu.edu.hk](mailto:cc.car@hkcc-polyu.edu.hk), with subject “Request for bank-in-slip for the remaining tuition fee”. The bank-in-slip (in PDF format) will be sent to you via email in the next working day;
- ii) You should print the bank-in-slip and bring it along to any Hang Seng Bank with counter service for payment by cash or a crossed cheque before the deadline. The crossed cheque should be made payable to “The Hong Kong Polytechnic University” with your name, HKCC Application Number (23xxxxxxA) and **Personalised 8-digit Debit Note Number** (printed on the “Notice of Payment” and in the format of “4xxxxxxx”) written on the back of the cheque.

**DO NOT deposit the cheque via the Quick Cheque Deposit Machine or drop the cheque into the collection box at the bank.**

**If your cheque could not be cashed, you must inform the College immediately and settle the remaining tuition fee within three working days. You also need to pay a handling fee of HK\$200, or else you will be regarded as giving up your study place.**

- iii) Keep the payment receipt for verification / proof of the payment; log in to the [OAA](#) system to declare the settlement of your payment.

**Remarks**

- To allow time for payment transfer, please make payment at least two working days before the payment deadline.
- You must pay the exact amount payable (i.e. the Registration Fee of HK\$5,000 or the remaining tuition fee) and input the correct information (e.g. the debit note number specified on the “Notice of Payment”) in one transaction; otherwise the payment transaction will be regarded as incomplete / void and be rejected by the University’s computer system, and your registration for the programme will be declared null and void.
- Please refer to the following table for the internet banking services of various banks:

Bank Name	Website	Hotline
Bank of China (Hong Kong)	<a href="http://www.bochk.com">www.bochk.com</a>	3988 2388
Bank of Communications	<a href="http://www.bankcomm.com.hk">www.bankcomm.com.hk</a>	3989 5559
Bank of East Asia	<a href="http://www.hkbea.com">www.hkbea.com</a>	2211 1333
Citibank	<a href="http://www.citibank.com.hk">www.citibank.com.hk</a>	2860 0333
China CITIC Bank International	<a href="http://www.cncbinternational.com">www.cncbinternational.com</a>	2287 6767
Dah Sing Bank	<a href="http://www.dahsing.com">www.dahsing.com</a>	2828 8168
DBS Bank (Hong Kong)	<a href="http://www.dbs.com.hk">www.dbs.com.hk</a>	2290 8888
Fubon Bank	<a href="http://www.fubonbank.com.hk">www.fubonbank.com.hk</a>	2566 8181
Hang Seng Bank	<a href="http://www.hangseng.com">www.hangseng.com</a>	2822 0228
The Hongkong and Shanghai Banking Corporation Limited	<a href="http://www.hsbc.com.hk">www.hsbc.com.hk</a>	2233 3000
Shanghai Commercial Bank	<a href="http://www.shacombank.com.hk">www.shacombank.com.hk</a>	2818 0282
Standard Chartered Bank (Hong Kong)	<a href="http://www.sc.com/hk">www.sc.com/hk</a>	2886 8888
OCBC Bank (Hong Kong)	<a href="http://www.ocbc.com.hk">www.ocbc.com.hk</a>	2815 1123
CMB Wing Lung Bank	<a href="http://www.cmbwinglungbank.com">www.cmbwinglungbank.com</a>	2309 5555

### 3. Application for Deferred Payment of Remaining Tuition Fee under Special Circumstances

For the Registration Fee of HK\$5,000, no deferred payment applications will be accepted. Students who do not settle the payment before the deadline will forfeit their study places.

#### Eligibility

For the remaining tuition fee, no deferred payment applications will be accepted, although the College *may* consider cases where the applicant is:

An applicant for “Financial Assistance Scheme for Post-secondary Students” or “Non-means-tested Loan Scheme for Post-secondary Students” in 2023/24; and the applicant and / or his or her parents / guardians are:

- i) Current recipient of Comprehensive Social Security Assistance (CSSA);
- ii) Current debtor under bankruptcy proceedings / orders;
- iii) Recipient of full-grant School Textbook Assistance Scheme (STAS) in 2022/23; or
- iv) Current recipient of any other major government subsidies, e.g. disability or chronic illness.

## How to Apply

From 26 to 27 July (office hours: 9:30 am – 5:00 pm), bring the following documents in person to Registration Office, PolyU West Kowloon Bay Campus:

- i) Proof of online application for “Financial Assistance Scheme for Post-secondary Students” (FASP) or “Non-means-tested Loan Scheme for Post-secondary Students” (NLSPS) through the E-submission system in SFO’s electronic platform ([SFO E-link](#));
- ii) Duly completed Application Form for Deferral of Payment ([Form 26A](#)); and
- iii) A copy of supporting documents (e.g. proof of CSSA, bankruptcy, full grant of STAS or disability / chronic illness allowance).

## Result Announcement

- i) On or before 2 August, the College will inform applicants of the result and the new tuition payment deadline (for successful applicants only) by email;
- ii) Unsuccessful applicants are required to settle the remaining tuition fee and log in to the [OAA](#) system to declare the settlement of their payment by 5:00 pm, 10 August. Failure to do so will result in their study places being forfeited.

## 4. Notes on Registration

### i) Concurrent Enrolment

You are not allowed to enrol concurrently on two full-time / sandwich programmes (whether one of the two programmes is offered by another institution). Except for programmes which do not lead to any formal award, you are required to obtain approval from the Director of HKCC prior to your enrolment on a full-time / sandwich programme and a part-time programme, or on more than one part-time programme, including those offered by other institutions.

You are required to submit your application for “Concurrent Enrolment” ([Form CAR12](#)) to obtain approval from the Director of HKCC prior to your enrolment on such programmes. Failure to do so may subject you to disciplinary actions including discontinuation of your study at PolyU HKCC.

### ii) Student Visa

It is the sole responsibility of non-local applicants to ensure their eligibility of abode in Hong Kong or obtain a valid student visa from the Immigration Department of the HKSAR Government before **1 September 2023**, otherwise the registration will be nullified and fees paid will not be refunded. Visa applications for non-local students must be submitted to the Immigration Department via HKCC as the sponsor.

## 5. Authorising a Person to Complete Procedures on Your Behalf

You may authorise a person to complete the following procedures on your behalf if you cannot come in person:

- i) Application for Deferred Payment of Remaining Tuition Fee;

- ii) Programme Registration; or
- iii) Application for Withdrawal of Study and / or Refund of Registration Fee

The authorised person should bring along the following documents for verification:

- i) A copy of your HKID Card/Passport;
- ii) The authorised person's HKID Card/Passport;
- iii) Your duly signed authorisation letter
  - the signature in the letter should be the same as that in relevant registration documents;
  - the letter should state clearly the authorised person's and your names in Chinese or English and HKID Card/Passport numbers;
- iv) Your duly signed relevant documents, such as the [Freshman Registration Form](#), [Consent for CEF Course Participant upon Enrolment](#), [Declaration](#), Application Form for Deferral of Payment ([Form 26A](#)), and Application for Withdrawal of Study and / or Refund of Registration Fee ([Form 34](#)). Please refer to relevant sections in this Freshman Guide for the necessary documents which your authorised person needs to bring along to complete relevant procedures.

#### **Remarks**

- The copy of your HKID Card/Passport will be destroyed afterwards.

## **6. Application for Withdrawal of Study (and Refund)**

### **Eligibility**

- i) If you have been admitted to a programme listed below via JUPAS:
  - A UGC-funded full-time Higher Diploma / Undergraduate Degree programme <sup>Note 1</sup> (programmes offered by Hong Kong Metropolitan University and The Hong Kong Academy for Performing Arts are not UGC-funded); OR
  - A bachelor's degree programme funded by the Study Subsidy Scheme for Designated Professions / Sectors ([SSSDP](#)) (Note: Enrolling on an SSSDP-funded higher diploma programme is not eligible for a refund.)
- ii) Submit your application for a refund together with relevant documents by the specified dates below

**An administrative fee of HK\$250 will be deducted for successful application, and the application fee of HK\$200 is non-refundable and non-transferrable.**

## Application Procedures

Application Procedure and Deadline	<u>Step 1</u>	<u>Step 2</u>
	Apply for “Withdrawal of Study (and Refund of Fee(s))” via <a href="#">OAA</a> and print out the acknowledgement page. (No refund will be issued to those who do not submit their requests online.)  For the online procedures, please click <a href="#">HERE</a> .	Application should be submitted <u>in person</u> to PolyU West Kowloon Bay Campus (Office hours: 9:30 am to 5:00 pm)
	Offers from JUPAS (Main Round)	By 12:00 noon, 11 August (Friday)
	Offers from JUPAS (Clearing Round) (for applicants who are granted a JUPAS offer after rechecking and remarking of DSE exam results only)	From 10 to 14 August (except Saturday and Sunday)
	Offers from JUPAS (Clearing Round)	By 12:00 noon, 28 August (Monday)
Offers from JUPAS (Subsequent Round)	By 12:00 noon, 30 August (Wednesday)	29 August (Tuesday)
		31 August (Thursday)
	Within one working day after receiving the offer	

### **Important:**

Applications without timely submission of their online applications for withdrawal of study (and refund) and all necessary documents by the specified dates listed above will not be processed. Besides, applicants who do not meet the above conditions are not eligible for a refund of the Registration Fee (HK\$5,000) and the remaining tuition fee (HK\$28,625 to HK\$30,840 for most programmes; for other programmes, please refer to p.7 of this Freshman Guide). Please think carefully before making your payment!

### Necessary Documents for Application

Please read the “[Guidelines of Application for Refund of Registration Fee](#)” downloadable from [www.hkcc-polyu.edu.hk/admission](http://www.hkcc-polyu.edu.hk/admission).

- Indicate via [OAA](#) for “Withdrawal of Study (and Refund of Fee(s))” before submitting the documents;
- Duly completed “Application for Withdrawal of Study (and Refund of Registration Fee (and Remaining Tuition Fee), if applicable)” ([Form 34](#)) and “Advice of Bank Account for Fee Refunds / Payment from HKCC” Form (downloadable from [www.hkcc-polyu.edu.hk/admission](http://www.hkcc-polyu.edu.hk/admission));
- The confirmation email or offer letter (both the original and a copy showing your full name) issued by the institution which offered you a place on a UGC-funded full-time Higher Diploma / Undergraduate Degree programme OR a Bachelor’s Degree programme funded by [SSSDP](#); and

- iv) Payment proof (a copy) of the tuition fee for the programme offered by the institution mentioned in point iii) above, e.g. debit note receipt, deposit receipt, payment reference number of PPS / Internet Banking Bill Payment Service, or ATM customer advice.

## **Result Notification**

If your application is successful, the refund will be deposited to your bank account by the Finance Office of PolyU within six to eight weeks upon approval.

### Notes

1. [UGC-funded programmes](#), i.e. University Grants Committee-funded programmes, for the 2023/24 academic year are provided by the following institutions: City University of Hong Kong, Hong Kong Baptist University, Lingnan University, The Chinese University of Hong Kong, The Education University of Hong Kong, The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology and The University of Hong Kong. Please note that programmes offered by Hong Kong Metropolitan University, including those that can be applied through Joint University Programmes Admissions System (JUPAS), and The Hong Kong Academy of Performing Arts (HKAPA) are not UGC-funded programmes.
2. Study Subsidy Scheme for Designated Professions / Sectors ([SSSDP](#)) is a new subsidy scheme starting from the 2015/16 academic year to subsidise up to 3,000 students per cohort to pursue designated full-time locally-accredited self-financing undergraduate programmes in selected disciplines. Enrolling on an SSSDP-funded higher diploma programme is not eligible for a refund of the Registration Fee (and the remaining tuition fee, if applicable).



## **Essential Programme Information**

- All programmes of PolyU HKCC are accredited by PolyU. Successful completion of these programmes will lead to PolyU-HKCC awards. Graduates may articulate to PolyU SPEED's 2-year honours degree programmes through the "2+2" articulation pathway.
- Study Mode: Full-time
- Period of Study: 2 years
- Medium of Instruction: Most subjects are taught in English, although due to their nature and objectives, some subjects are taught in Chinese. Language subjects are taught in the language in question.
- Class Schedule: 8:30 am - 7:00 pm (Monday to Friday); 8:30 am - 1:30 pm (Saturday). If necessary, classes may be held from 7:00 pm to 10:00 pm on Monday to Friday, and from 1:30 pm to 7:00 pm on Saturday.
- Class Venue: Most classes are conducted on PolyU West Kowloon Campus; some classes are conducted on PolyU Hung Hom Bay Campus or PolyU Main Campus. Individual classes may be conducted online under special circumstances.



**EMPOWER YOUR FUTURE**  
PolyU SPEED's 5 Top Advantages

**2+2**  
From HKCC to SPEED  
Your Seamless Pathway  
to a Degree Awarded by  
**PolyU**

## From HKCC to SPEED Your “2+2” Seamless Pathway to a Degree Awarded by PolyU

Welcome aboard! The College of Professional and Continuing Education (CPCE) of PolyU offers, through PolyU HKCC and PolyU SPEED, a “2+2” articulation pathway that enables you to earn, within 4 years, a sub-degree and a bachelor’s degree – both awarded by PolyU.

### How the “2+2” journey works for you :

#### First 2 years

During your study at PolyU HKCC, you will automatically receive a conditional offer from PolyU SPEED



#### Second 2 years

Upon graduation from PolyU HKCC, you can immediately pursue, at PolyU SPEED, a bachelor’s degree

Get ready to enjoy your “2+2” college life to the fullest!

**Peter P. Yuen, PhD**

Professor and Dean  
College of Professional and Continuing Education



THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學

COLLEGE OF PROFESSIONAL AND  
CONTINUING EDUCATION  
專業及持續教育學院



School of Professional Education  
and Executive Development  
專業進修學院

**SPEED**