



For SCS Use Only

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

Name in Chinese (as printed on ID) / Application No./Student No. 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

Enclosed a Bank Cheque (No. ) of MOP/HKD for deposit of tuition fee /and part of tuition fee.

Personal Declaration

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**V. FOR OFFICE USE ONLY**

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

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(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.