



APPLICATION FOR DEFERRING ADMISSION

A N - \$ Ä Ü ' TM _ Ð Y @ c è Please read the notes overleaf before completing this form

A N O ... r \$ j Please use capital letters

I. TM N " W PARTICULARS OF APPLICANT	
í É Ü i £ þ ' Name in Chinese (as printed on ID) ú _____	TM N & Application Number _____
f É Ü i £ þ ' Name in English (as printed on ID) ú _____	" N • l Contact Number ú _____
" N æ Ÿ Postal Address ú _____	Á y ø ú Postal Code ú _____
• Á æ Ÿ E-mail Address ú _____	
P 3 Ä X ... [â ³ â O P 3 Program Bachelor of Business Administration ! ! ! Bachelor of International Tourism Management	
II. ĩ ° • â W INFORMATION ABOUT DEFERRING ADMISSION	
• = • â ° ú Intend to register in 20____/20____ f ____ ! Semester 9 (f ' â °) 11 (f ' â °) 2 (f Ÿ â °) 5 (f d â °)	
ĩ ° • â š â N \$ ÷ È ' è Reason for deferring admission (please select one of the followings) ú	
1. } ‡ Emigration 2. ö . š \$ Financial difficulty 3. < " š â Health reason 4. Ä b w Y ô , È ' Ÿ â þ Heavy workload 5. • 4 ô N • 4 Others, please specify ú _____	
Y @ ú TM N õ G á ' ô â " x ê j p Ó ° û œ @ • = • â TM N ÷ x TM • • Ð â ž @ Ä ÷ ± — ö	
Note: If application is approved, student must apply to resume study on or before the designated date and is required to follow the University's study plan and fee policy prevailing at that time.	
III. n O ¢ RETENTION FEE	
Ö Ä æ ~ â ¢ Ð B ö K • Attached Tuition Fee Receipt	
Ö ~ _____ l { / • { & ø _____ Ð þ / Ý þ 2,000 á b =] n O ¢ ö Attached herewith a Bank check/ cashier's order (No. _____) of MOP/HKD2,000 of Bank _____ for Retention Fee.	
IV. Ó REFUND ú	
• " x TM µ â " ¢ Ð Ö Ö ö ö Ó ô • " \$ ÷ ú I accept the University's rules on refund application. If there is refund, I would like to get it by :	
& — { cheque pick-up. > O o a â " ê æ n a. Ð ° V ' Ô l Ð Ð þ a ô µ f l þ — % 2 1 » ¢ b. Í o l Ð é l Ð Ý þ a) Autopay. Student should provide a <u>MOP</u> account number of any bank in Macau; and for Tai Fung bank account, an extra \$10 will be charged or b. <u>HKD</u> bank account at the Bank of China Macau Branch only.	
• ô â " x ê \$ ' , l ± W Ä - Tele-transfer, student should complete the form of "Information of Bank Account".	
" • Notes 1. n O ¢ (\$2000) ÷ l y » ¢ (\$200) ' - â " Ä æ Ð â ' " H L € a ñ t @ Ð Ä > @ f ' r Ð ° ö Y O > 0 P Ä ¢ € ... P ö D ` A handling charge of MOP/HKD100 would be deducted from the refund without notice if you choose to refund by tele-transfer.	
5. ° V l » ¢ — â " > 1 ô ` ' - ' á þ Í l " x (ô ì \ b ĩ • ö Any service charges from the bank should be paid by student, and would be deducted from the caution fee without any notice.	
6. â " æ n ' Ö l W x ê — ô ä ô ö â æ n Ð W ĩ ... ô ĩ l 6 ' ° V b ' ö ^ h ÷ ¢ " ô ' — â " Ð â ö 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.	

• " , 4 Personal Declaration ú

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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.

TM N " Ý Ü

Applicant's Signature ú _____

o

Date ú _____

— \$j (FOR OFFICE USE ONLY)

<p>A) COUNTER</p> <p><input type="checkbox"/> \$2,000 b n O Retention fee of \$2,000 paid Receipt No. _____</p> <p><input type="checkbox"/> Attached Copy of Tuition Fee Receipt</p> <p><input type="checkbox"/> Bank account information received and checked</p> <p>Received by _____ Date _____</p>	<p>B) COUNTER</p> <p>Relevant documents received</p> <p>Received by _____ Date _____</p>
<p>C) SCHOOL OF CONTINUING STUDIES</p> <p>Student type _____ Admission Status _____ Scholarship/Grant _____</p> <p>Authorized signature _____ Date _____</p>	
<p>D) DIRECTOR</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not approved (Go to part G) Remarks _____</p> <p>Signature of Director _____ Date _____</p>	
<p>E) ACCOUNTS OFFICE</p> <p><input type="checkbox"/> Cleared</p> <p>@Comments: _____</p> <p>Authorized signature _____ Date _____</p>	<p>F) IT OFFICE</p> <p><input type="checkbox"/> DT DT deleted</p> <p>Authorized signature _____ Date _____</p>
<p>G) SCHOOL OF CONTINUING STUDIES</p> <p><input type="checkbox"/> Student notified in writing and letter filed</p> <p>Mark ✓ in the appropriate box</p> <p>Authorized signature _____ Date _____</p>	

1.1 ()

1.2 ()

1.3

1.4 () / 2,000

/ 200

/ 2,200

/ 2,000

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Notes

1. A student who wishes to apply for deferring admission should complete this form and submit together with the following documents to the School of Continuing Studies before the specified registration period. Application will only be processed after payment is made and the form and related documents are submitted. Any other forms of application will not be accepted:
 - 1.1 Copy of ID Card (Original copy for verification)
 - 1.2 Copy of high school graduation certificate (Original copy for verification)
 - 1.3 Copy of Acceptance Letter
 - 1.4 Copy of tuition fee payment receipt or remittance receipt (Original copy for verification)
 - a. If the student has not paid the tuition fees before the due date, he/she has to pay MOP/HKD2,000 as Retention Fee. Related administrative procedures will not begin until payment has been settled.
 - b. In addition to the Retention Fee, MOP/HKD200 will be charged as administrative fee if the tuition fee had been paid at the time of application. For approved applications, MOP/HKD2,200 will be deducted from the tuition fees paid. The remaining balance will be refunded to students after all the administrative procedures have been completed.
 - c. The Retention Fee of MOP/HKD2,000 will be applied to partially pay up the tuition fee when the student is re-admitted.
 - d. Applicants may be required to provide further information/documentation in support of their application.
2. If application for deferring admission is accepted, the scholarships/grants awarded will not be retained or transferred.
3. No applications for deferring admission will be accepted once the registration period has commenced.
4. If deferring admission is due to health reasons, related medical certificate should be submitted together with this form.
5. Applicants can pay by crossed check/cashier's order made payable to "Macau University of Science and Technology".
6. A written reply will be sent to the student within 3 weeks (subject to postmark) upon completion of all the above procedures.
7. Applicants can apply to defer admission only once.
8. Successful applicants will usually be allowed to retain deferred status for 1 year. Such status will be cancelled and related retention fee will not be refunded if applicants fail to apply for resumption of study before the deadline specified in the Notification Letter for Deferred Admission.
9. The University reserves all rights and privileges to revise and interpret the abovementioned rules and regulations.