



# MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

## DEFERRAL APPLICATION FORM

To be filled by SGS staff:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Please read the notes overleaf before completing this form.

### I. PARTICULARS OF STUDENT

Student Name \_\_\_\_\_ Student No. \_\_\_\_\_

#

Correspondence Address \_\_\_\_\_ Postal Code \_\_\_\_\_

# The University will send notification to this address, please make sure the provided address is accurate.

Contact Phone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

### II. INFORMATION OF DEFERRAL

Intended period of deferral:	From _____ / _____ academic year , semester _____
	To _____ / _____ academic year , semester _____ one semester / one academic year
Reason for Deferral:	_____
Intended time of resuming study:	I will resume my study at _____ / _____ academic year , semester _____

### III. RETENTION FOR FEE

Attached here of a:  payment proof of retention fee (  Macau residents pay MOP5,000  Non-local residents pay HKD20,000 )

Tuition Fee Receipt Debit Note No. \_\_\_\_\_

### IV. INFORMATION FOR REFUND

If there is refund, I would like to get it by:

Cheque pick-up

Autopay \* : Local students: \_\_\_\_\_ \$10 Should provide the information of a MOP bank account of any bank in Macau; and for *Tai Fung* bank account, an extra MOP\$10 will be charged;

Non-local students: \_\_\_\_\_ Should provide information of a HKD bank account of *Bank of China Macau Branch* or *The Industrial and Commercial Bank of China Macau Branch*.

Tele-transfer \* : \_\_\_\_\_ Should provide information of a bank account which can accept HK Dollar inward remittance outside China of the *Bank of China* or *The Industrial and Commercial Bank of China*.

* _____ Students who choose <u>autopay</u> or <u>tele-transfer</u> , please fill in bank account details as follows:	
Bank Name _____	Account Name _____
Account No. _____	( ) Account Currency (Required for autopay) <b>HKD</b> <b>MOP</b>
Bank Address (Required for T/T) _____ Province _____ City _____ Road _____ Branch _____ sub-branch	
Beneficiary's Address (Required for T/T) _____	Contact Phone No.: _____

#### Notes

- For collection on behalf, \_\_\_\_\_ ten authorization and I.D. copies of both the student and his/her representative should be provided.
- For the student who chooses tele-transfer or autopay, please provide a clear bank book copy with bank account information attached to the application form.
- \_\_\_\_\_ / 100  
A handling charge of MOP/HKD100 would be deducted from the refund without notice if you choose to refund by tele-transfer.
- \_\_\_\_\_ / 100  
Any bank charges should be borne by student (The minimum charge on outward remittance fee is MOP/HKD100), and would be deducted from the caution fee without any notice.
- Student must provide accurate information of bank account. Furthermore, the student should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**V. APPLICATION PROCEDURES AND REQUIRED DOCUMENTS**

(1)

**Student who wishes to apply for deferral of study should submit a written application with receipt of retention fee payment to the School of Graduate Studies Service Counter at least four weeks prior to the intended date of deferral. Related administrative procedures will not begin until application documents have submitted and payment has been settled.**

(2)

**Required documents for deferral application\*:**

( )

Completed and signed *Deferral Application Form*

Photocopy of iden

