

# TUNG WAH COLLEGE

## Other Charges for 2024/2025 Academic Year

Charge Items		HK\$
Admission	Application fee	\$200 / applicant
	Deposit	\$5,000 / programme
	Deposit for non-local applicant <i>(note 1)</i>	\$500 / applicant
Registration	Cautions money <i>(note 2)</i>	\$400 / student
	Credit transfer/course exemption fee	\$140 / course
	Transfer of programme	\$200 / application
	Retention of study place (nil for summer) <i>(note 3)</i>	\$1,500 / semester
	Extension fee after normal duration (nil for summer) <i>(note 4)</i>	\$1,500 / semester
	Late add/drop application	\$200 / course
	Administration fee for refund of deposit	\$500 / application
	Administration fee for application for refund/waiver of tuition fees <i>(note 5)</i>	\$200 / application
	Enrolment fee for deferred College Seminars <i>(note 6)</i>	\$200 / seminar
	Appeal against academic decisions	\$200 / application
	Late tuition payment penalty	\$200 / transaction
	Re-instatement of registration	\$400 / application
	Student card replacement charge	\$100 / card
	Visa fee (for non-local student only)	\$550 / application
Examination	Appeal against assessment result <i>(note 7)</i>	\$600 / course
	Administration fee for supplementary examination	\$400 / course
Graduation / Certificate of Studies	Letter of certification of graduation	\$30 / copy
	Re-issuance of receipt	\$30 / copy
	Certification of true copy of document	\$30 / copy
	Testimonials	\$30 / copy
	Transcript of studies <i>(note 8)</i>	\$60 / copy
	Graduation fee <i>(note 9)</i>	\$400
	Administration fee for interim exit award	\$400
Miscellaneous	Administration fee for refund of overpayment	\$30
	Administration fee for splitting of payment <i>(note 10)</i>	\$30 / transaction
	Students' Association fee <i>(note 11)</i>	\$120 / academic year
	Penalty for cutting locker padlock	\$100
	Locker rental fee	\$120 / academic year

*Notes:*

- 1. A deposit will be charged to non-local applicants to settle bank charges related to bank remittance and wire transfer upon the billing of the 1<sup>st</sup> instalment of tuition fee to facilitate programme registration. Any balance left after bank charges will be kept in the student's account with the College to offset future tuition fee payment.*
- 2. The caution money is chargeable to all students at first registration and refundable upon official withdrawal from the College, subject to no claim being outstanding. The sum will be converted to graduation fee upon completion of a programme.*
- 3. The fee for retention of study place will be charged to students approved for leave of absence or students who do not take any courses in the semester (except semester 3) during the normal programme duration.*
- 4. The extension fee after normal duration will be charged to students by semester who are not required to pay any tuition fees for that semester (except for semester 3). This covers students who have completed all courses in the College but not yet fulfilled the graduation requirements by completing the Work-Integrated Learning Programme/Co-operative Education Scheme/Community Service Programme required by the programme and attaining a valid score of 6.0 in IELTS or equivalent (for degree level programmes only) etc. Students are required to submit the required supporting documents (such as Work-Integrated Learning Programme Internship Record & Completion Certificate) to the College as soon as practicable but before the commencement of next semester to avoid the extension fee.*
- 5. Students are required to pay the non-refundable administration fee for application for refund/waiver of the tuition fees. The College will only consider refunding/waiving of tuition fees under special circumstances with sufficient supporting documents and reasons provided by the students. The College reserves the right not to approve any refund/waive of tuition fees.*
- 6. The fee will be charged for each of the outstanding College Seminars to be attended in subsequent academic year(s).*
- 7. It will be refunded to the student if an adjustment in grade is approved by the College.*
- 8. The fee does not include postage or courier cost which will be charged if delivery arrangement is requested. Please contact the Registry for information.*
- 9. The graduation fee will normally be offset against the caution money for all students leading to awards being given by the College.*
- 10. An administrative fee will be charged to students for splitting a payment by using whatever payment methods. Specifically, the College will charge the administrative fee for each transaction from the fourth transaction onwards made by students.*
- 11. The Students' Association membership fee is applicable to all full-time students of the College. The fee is collected by the College on behalf of the Students' Association. Students who do not wish to join SA should contact the Student Affairs Office directly before the end of the first month of the new academic year for withdrawal of their Students' Association membership and the membership fee will be refunded before the end of the second month of the same academic year. The College will arrange for fee refund to the student account of the College's Student Payment System after receiving notification from the Student Affairs Office.*
- 12. The above fees and charges are imposed by the College and units may have their own charges e.g. Library charges are not included in the above table.*
- 13. The above fees and charges of the College are subject to annual review and shall be revised upon approval by the Management Board without prior notice to students.*