

TUNG WAH COLLEGE

Other Charges for 2022/2023 Academic Year

<i>Charge Items</i>		<i>HK\$</i>
Admission	Application fee: <ul style="list-style-type: none"> ▪ Local applicant ▪ Non-local applicant Deposit	\$200 / applicant \$400 / applicant \$5,000 / programme
Registration	Caution money <i>(note 1)</i> Credit transfer/course exemption fee Transfer of programme Retention of study place (nil for summer) <i>(note 2)</i> Extension fee after normal duration (nil for summer) <i>(note 3)</i> Late add/drop application Administration fee for refund of deposit Administration fee for application for refund/waiver of tuition fees <i>(note 4)</i> Enrolment fee for deferred College Seminars <i>(note 5)</i> Appeal against academic decisions Late tuition payment penalty Re-instatement of registration Student card replacement charge Visa fee <i>(for non-local student only)</i>	\$400 / student \$145 / credit \$200 / application \$1,500 / semester \$1,500 / semester \$200 / course \$500 / application \$200 / application \$200 / seminar \$200 / application \$200 / transaction \$400 / application \$100 / card \$550 / application
Examination	Appeal against assessment result <i>(note 6)</i> Administration fee for supplementary examination	\$600 / course \$400 / course
Graduation / Certificate of Studies	Letter of certification of graduation Re-issuance of receipt Certification of true copy of document Testimonials Transcript of studies <i>(note 7)</i> Graduation fee <i>(note 8)</i> Administration fee for interim exit award	\$30 / copy \$30 / copy \$30 / copy \$30 / copy \$60 / copy \$400 \$400
Miscellaneous	Administration fee for refund of overpayment Administration fee for splitting of payment <i>(note 9)</i> Penalty for cutting locker padlock Locker rental fee	\$30 \$30 / transaction \$100 \$120 / academic year

Notes:

- 1. 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.*
- 2. 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.*
- 3. 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.*
- 4. 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.*
- 5. The fee will be charged for each of the outstanding College Seminars to be attended in subsequent academic year(s).*
- 6. It will be refunded to the student if an adjustment in grade is approved by the College.*
- 7. The fee does not include postage or courier cost which will be charged if delivery arrangement is requested. Please contact the Registry for information.*
- 8. The graduation fee will normally be offset against the caution money for all students leading to awards being given by the College.*
- 9. 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.*
- 10. 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.*
- 11. 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.*