

TUNG WAH COLLEGE
Application for Refund of Deposit

Part I Personal Information

Name : _____

HKID/Passport no. : _____

TWC Application No. : _____

TWC programme offered : _____

Contact phone no. : (Home) _____ (Mobile) _____

Email address : _____

Part II Reason for refund (please "✓" the appropriate box):

- ☐ I CANNOT meet the minimum requirements of the programme I have applied for.
- ☐ I have been admitted to the following degree programme funded by The University Grants Committee (UGC)/ Study Subsidy Scheme for Designated Professions/ Sectors (SSSDP).

Programme title : _____
 Programme code : _____
 Offering institution : _____

Documentary proof (e.g. result slip, HKDSE rechecking/ remarking results, payment receipt of tuition fees/ registration fees of UGC-funded/ SSSDP degree programme etc.) is required.

☐ Others :

Part III Items for Refund (please “✓” the appropriate box):

- ☐ Deposit for accepting programme offer
- ☐ Balance of the 1st installment of tuition fee for programme registration

Part IV Bank Account Information for Refund (please “✓” the appropriate box)

- ☐ I hereby acknowledge that I am 18 years of age or older. Please refund to my bank account as below.
- ☐ I hereby acknowledge that I am 18 years of age or older and authorise another bank account holder to obtain the refund on my behalf. Please refund to the bank account as below.
- ☐ I hereby acknowledge that I am aged below 18 and authorise my parent/guardian to obtain the refund on my behalf. Please refund to the bank account of my parent/guardian as below.

Account Name* :

**Please provide the exact account name in the Bank's record.*

Bank code	Branch code	Account No.

Part V Terms and Conditions

I understand the following:

- (1) Applications without the required documentary proof or received after the stipulated deadline(s) will not be entertained.
- (2) An administration fee for refund of deposit will be charged. Please refer to “Other Charges” table at https://www.twc.edu.hk/en/Administration_Units/fo/our_service/student-area/fees-charges-hans.
- (3) The processing time of my refund application will normally take 3-4 weeks. The Finance Office will inform me via email once the refund is deposited to the designated bank account.
- (4) My place at TWC will be released with effect from the date when I submit this refund application.
- (5) If my declared UGC-funded/ SSSDP degree programme turns out to be a self-financing degree programme, my refund application will not be processed.
- (6) The personal data and supplementary information provided in this application will be released to relevant Office(s)/Schools(s)/parties as deemed necessary for processing my refund.

Signature : _____

Date : _____

To be completed by REG staff

1. Received application form by _____ on _____
2. Sent application to FO by _____ on _____
3. Remarks: _____