

**UOW COLLEGE HONG KONG
REGULATIONS ON TUITION FEES
FOR SUB-DEGREE PROGRAMMES**

Approved by:	College Management Committee
Author:	Secretary for Finance and Operations
Custodian unit:	Finance Team
Supporting documents, procedures and forms:	Nil

1. Purpose

- 1.1. These regulations apply to students studying on sub-degrees (Associate Degree and Higher Diploma) leading to UOW College Hong Kong (UOWCHK) (the College) awards and students taking UOWCHK courses for non-award study.

2. Application and Scope

- 2.1. The schedule of fees and charges will be published in the College's websites.

3. Procedure

3.1. Application Fee

- 3.1.1. An application for admission to the College's programmes/courses must be accompanied by payment of a specified application fee. The application fee is not refundable or transferable.

3.2. Acceptance Fee

- 3.2.1. To accept an offer of admission to the College, an applicant is required to pay an Acceptance Fee for the programme by the specified deadline.
- 3.2.2. The Acceptance Fee is not refundable or transferable except under the following circumstances where the fee is 100% refundable:
- when the applicant subsequently accepts another offer of an award programme of UOWCHK in the same semester/term of admission and has paid the relevant Acceptance Fee;
 - when the applicant fails to meet the condition(s) of admission offer resulting in a withdrawal of offer by the College;
 - when the programme for which an offer is made is subsequently cancelled by the College; or
 - when the applicant subsequently accepts an offer from another local university in the same semester/term of admission to study in a government-funded degree/sub-degree programme.

3.3. Tuition Fees

- 3.3.1. The tuition fees of UOWCHK sub-degree programmes are charged as a variable fee according to the number of credit units taken in each semester/term.
- 3.3.2. For new students, the non-refundable Acceptance Fee paid at the time of admission under Section 3 is credited towards the tuition fee upon enrolment. The balance of the tuition fee required for the first semester/term of study will be collected after the close of the course add/drop period. From the second semester/term onwards, the tuition fee payment schedule shall follow that of current students as stated in 3.3.3 and 3.3.4 below.
- 3.3.3. Students are required to pay a minimum tuition fee of two credit units before the start of Semesters A and B. The minimum tuition fee for Semesters A and B is chargeable under all circumstances, except when students apply for leave of absence or withdrawal of studies by the end of Week 2 as specified in 3.3.11 and 3.3.12 below.
- 3.3.4. The balance of the tuition fee chargeable for the semester/term will be calculated based on the number of credit units registered. Courses approved to be dropped will be subject to the following tuition charge:

Semester A/B

Time of Course Drop	Tuition Fee Liabile
Up to the end of Week 2	0%*
Week 3 till the end of Week 6	50%*
Week 7 and afterwards	100%*

* Students will be liable for the tuition fee chargeable or the minimum tuition fee of two credit units, whichever is higher.

Summer Term

Time of Course Drop	Tuition Fee Liabile
Up to the end of Week 2	0%
Week 3	50%
Week 4 and afterwards	100%

- 3.3.5. Students can access their own account summary and the due date for payment of fees from the Student Portal of UOWCHK Banner system. To maintain their enrolment, students must pay all fees and charges by the payment due date. Students with financial difficulties may apply for deferral of tuition payment according to the procedures detailed in the College's website. Students will be given a new payment due date if the application for deferral of tuition payment is successful.
- 3.3.6. Students taking courses on an individual basis for non-award study are required to pay the appropriate tuition fee prior to enrolment. The tuition fee is not refundable or transferable except when the courses are subsequently cancelled by the College.

Penalties for Non-payment

- 3.3.7. Students who do not pay the fees and charges in full by the payment due date may be barred from accessing all the facilities and have their studies terminated by the College. At the discretion of the College, these students may also be given a new due date to settle the original amount plus a late payment charge of 2% on the outstanding balance.
- 3.3.8. Students whose status has been made inactive, whether due to termination or withdrawal of studies, but with an outstanding balance in their student accounts will be flagged in the

student record system as debtors. These students will be required to clear the amount when seeking admission/re-admission to the College in future.

Reinstatement Charge

- 3.3.9. Students may apply to the College to reinstate their student status after termination of studies due to non-payment of fees no later than the end of the teaching period within the same semester/term. If the application is successful, the student will be required to pay a reinstatement charge in addition to the outstanding amount. From the start of the examination period, no reinstatement will be allowed, and students who wish to resume their study at the College will have to apply for re-admission in the following semester/term, which will be subject to the selection process and approval by the College.

Change of Study Load

- 3.3.10. The Academic Regulations specify the permitted credit loading of full-time and part-time students. Except where special arrangements are made for their programme, students seeking an exception to the maximum/minimum loading should apply in writing for approval by the College. Applications should be made by the end of Week 2 in a semester/term. If the application is approved, tuition fee will be calculated based on the number of credit units taken by the student as specified in 3.3.4 above.

Leave of Absence

- 3.3.11. Students who cannot pursue their studies temporarily may submit an application for leave of absence. If the application is successful, the student will be charged the following fees for the semester/term concerned:

Semester A/B

Time of Application	Tuition Fee Liable
Up to the end of Week 2	0% [#]
Week 3 till the end of Week 6	50% [*]
Week 7 and afterwards	100% [*]

[#] Students will be charged a Continuation Fee for maintaining an active enrolment status in UOWCHK.

^{*} Students will be liable for the tuition fee chargeable or the minimum tuition fee of two credit units, whichever is higher.

Summer Term

Time of Application	Tuition Fee Liable
Up to the end of Week 2	0%
Week 3	50%
Week 4 and afterwards	100%

Withdrawal of Study

- 3.3.12. Students who do not plan to continue their studies should submit a written notice of withdrawal. Students will be subject to the following tuition charge for that semester/term on withdrawal of studies:

Semester A/B

Time of Notice	Tuition Fee Liable
Up to the end of Week 2	0%

Week 3 till the end of Week 6	50%*
Week 7 and afterwards	100%*

* Students will be liable for the tuition fee chargeable or the minimum tuition fee of two credit units, whichever is higher.

Summer Term

Time of Notice	Tuition Fee Liabe
Up to the end of Week 2	0%
Week 3	50%
Week 4 and afterwards	100%

- 3.3.13. The Acceptance Fee paid at the time of admission under Section 3 will not be refunded to the students under any of the circumstances mentioned in 3.3.12 above.

Termination of Study

- 3.3.14. Students whose studies are terminated by the relevant Examination Board are not required to pay the tuition fee for the subsequent semester/term.

4. Graduation Fee

- 4.1. Students will be charged a graduation fee upon enrolment in a programme. The graduation fee will be refunded to the student who subsequently withdraws before graduation or whose studies are being terminated by the College.

5. Refund of Fees

- 5.1. Students who have overpayment in their student accounts as a result of cancellation or adjustment of tuition fees can apply for a refund of the overpaid amount, except for the non-refundable Acceptance Fee paid at the time of admission under Section 3. Refund will not be made for an amount less than HK\$10.

6. Special Circumstances

- 6.1. Where this policy does not adequately encompass exceptional individual circumstances, the College may consider individual cases. Such cases must be presented in writing together with supporting documentary evidence and include a recommendation from the Dean/ Associate Dean of Faculty and submitted to the President for consideration.

(Last updated in June 2025)