

**UOW COLLEGE HONG KONG
REGULATIONS ON TUITION FEES FOR
DIPLOMA OF APPLIED EDUCATION**

Version 1	Date approved: 6 June 2025	Date of effect: 2025-26 Academic Year	Date of next review: June 2028
Approved by:	College Management Committee		
Author:	Secretary for Finance and Operations		
Custodian unit:	Finance Team		
Supporting documents, procedures and forms:	Nil		

1. Purpose

These regulations apply to students studying on the Diploma of Applied Education (DAE) programme offered by UOW College Hong Kong (UOWCHK).

2. Application and Scope

- 2.1. The fees and charges of the Diploma of Applied Education programme, including any revisions effected each year, shall apply to all students on the programme regardless of their year of admission.

3. Procedure

3.1. Tuition Fees

- 3.1.1. The tuition fees of the DAE programme are charged as a flat fee per annum. An extra fee will be charged if a student is required to re-take any courses.
- 3.1.2. Students are required to pay the tuition fee in two instalments each year: the first instalment is due before the start of Semester A, and the second instalment is due before the start of Semester B.
- 3.1.3. For Semester A, students are required to pay the tuition fees upon accepting the admission offer. The tuition fee for Semester A 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 fees;

- when the programme for which an offer is made is subsequently cancelled by the College.
- 3.1.4. Before the start of Semester B, students will be provided an e-statement via email. The due date for payment of tuition fees is indicated in the e-statement. It is the student's responsibility to ensure they have access to their email. To maintain their enrolment status, students must pay all fees and charges by the payment due date.
- 3.1.5. 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.

3.2. Penalties for Non-payment

- 3.2.1. 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.
- 3.2.2. 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.

3.3. Leave of Absence

- 3.3.1. Students who cannot pursue their studies in Semester B may submit an application for leave of absence. If the written notice is received before the start of the semester, the student will not be liable for the tuition for that semester.
- 3.3.2. If application for leave of absence is received after the start of the semester, the student will be liable for 100% of the tuition for that semester, if the application is subsequently approved.

3.4. Withdrawal of Study

- 3.4.1. Students who do not plan to continue their studies in Semester B in should submit a written notice of withdrawal. If the written notice is received before the start of the semester, the student will not be liable for the tuition for that semester.
- 3.4.2. If the written notice is received after the start of the semester, the tuition fees paid will not be refunded.

3.5. Graduation Fee

- 3.5.1. 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.

3.6. Refund of Fees

- 3.6.1. 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. Refund will not be made for an amount less than HK\$10.

3.7. Special Circumstances

- 3.7.1. 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.

Version Control Table

Version	Date Effective	Approved by	Remarks
1.0	2025-26 Academic Year	College Management Committee	