



延期入學申請表
APPLICATION FOR DEFERRING ADMISSION

一、請於填表前細閱背面之注意事項 Please read the notes overleaf before completing this form
二、請以正楷填寫 Please use capital letters

I. 申請人資料 PARTICULARS OF APPLICANT

中文姓名 : _____ 申請編號 : □□□□□□□□-□□□□□□
Name in Chinese : _____ Application Number : □□□□□□□□-□□□□□□
外文姓名 : _____ 聯絡電話 : _____
Name in English : _____ Contact Number : _____
聯絡地址 : _____ 郵政編碼 : _____
Postal Address : _____ Postal Code : _____
錄取學院 : _____ 電郵地址 : _____
Faculty : _____ E-mail Address : _____
錄取課程 : _____
Program : _____

II. 延期入學資料 INFORMATION ABOUT DEFERRING ADMISSION

擬註冊入學日期: Intend to register in 20____/20____ 第 I 學期 Semester
延期入學原因 (請選擇下列一項) Reason for deferring admission (please select one of the followings) :
 1. 移民 Emigration
 2. 經濟困難 Financial difficulty
 3. 健康原因 Health reason
 4. 工作繁重, 未能兼顧學業 Heavy workload
 5. 其他, 請註明 Others, please specify : _____

注意: 申請如獲批准, 學生必須按校方指定日期前提出註冊入學申請及接受入讀時本校之學習計劃及收費標準。
Note: If application is approved, student must apply to resume study on or before the designated date and is required to follow the University's study plan and fee policy prevailing at that time.

III. 留位費 RETENTION FEE

附已繳交學費之單據副本 / 留位費□\$15,000□\$5,000 之收據 / 支票 (本地生交澳門幣 MOP for Local Students 外地生交港幣 HKD for Overseas Students)
Attached Tuition Fee Receipt / □\$15,000□\$5,000 Retention Fee Receipt / Check (MOP for Local Students HKD for Overseas Students)
 附交_____銀行 支票/本票/匯票/繳費單收據 (號碼_____) 澳門幣/港幣_____元。
Attached herewith a check/ cashier's order/ bank draft/ pay-in-slip deposit receipt (No. _____) of MOP/HKD _____ of Bank _____.

IV. 退款 REFUND :

本人接受大學有關退費之規定。如有退款時, 本人選擇:
I accept the University's rules on refund application. If there is refund, I would like to get it by :

領取支票 cheque pick-up.
 自動轉賬 (學生須提供 a. 澳門任何一間銀行之澳門幣賬戶, 大豐銀行則收取\$10 手續費; 或 b. 中國銀行澳門分行或中國工商銀行澳門分行之港幣賬戶) Autopay. (Student should provide a. MOP account number of any bank in Macau; and for Tai Fung bank account, an extra \$10 will be charged or b. HKD bank account at the Bank of China Macau Branch or the Industrial and Commercial Bank of China Macau Branch only.)
 電匯(選擇匯款者請提供「中國工商銀行」或「中國銀行」且可接受境外港幣匯款之賬戶。) For students who choose tele-transfer, please provide either ICBC or BOC bank account which can accept HK Dollar remittance from outside China.
選擇匯款者或自動轉賬者, 請填寫以下銀行資料 For students who choose tele-transfer or autopay, please fill bank details in the following:
銀行名稱 Bank Name _____ 開戶人姓名 Account Name _____
賬戶號碼 Account No. _____ 賬戶貨幣(自動轉賬必填) Account Currency(Required for Autopay) : HKD / MOP
開戶銀行地址(匯款必填) Bank Address (Required for T/T) : _____ 省 _____ 市 _____ 路 _____ 分行 _____ 支行
收款人地址(匯款必填) Beneficiary's Address (Required for T/T) : _____

備註 Notes 1. 留位費(內地生為\$15,000、非內地生及原校預科升讀本科學生為\$5,000)及行政手續費(\$200)將於學生已繳之學費中扣除。
Retention fee (\$15,000 for mainland students / \$5,000 for non mainland students and students promoted from MUST Pre-University Studies to Undergraduate Programs) and Administrative charges of \$200 will be deducted from the tuition fees paid.
2. 賬戶名稱為非學生本人, 需填妥授權書並附上授權人及被授權人的有效身份證副本。
Written authorization, valid ID copies of both the consignor and trustee should be provided for those who have authorized representative to pick up the refund.
3. 隨表附交清晰的“銀行存摺簿(賬戶資料頁)副本”, 選擇匯款者請提供「中國工商銀行」或「中國銀行」並可接受境外港幣匯款之賬戶。
A clear bank book copy with bank account information should be submitted with the application form. For students who choose tele-transfer, please provide an ICBC or BOC bank account which can accept HK Dollar remittance from outside China.
4. 以匯款方式退款, 須繳付行政手續費澳門幣/港幣 100 元, 並將於退款內扣除後匯出。
A handling charge of MOP/HKD100 would be deducted from the refund without notice if you choose to refund by tele-transfer.
5. 任何銀行手續費由學生自付, 並將於所退的保證金中直接扣除, 不另作通知。
Any service charges from the bank should be paid by student, and would be deducted from the caution fee without any notice.
6. 學生所提供的收款銀行資料必須準確無誤, 如因提供之資料不確或不足而引致的任何問題、損失及費用, 將由學生負責。
Student must provide accurate information of account number and the name of bank account. Furthermore, the student should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.

申請人簽名
Applicant's Signature : _____

日期
Date : _____

由校方填寫 (FOR OFFICE USE ONLY)

<p>A) 會計處櫃檯 ACCOUNTS OFFICE COUNTER</p> <p><input type="checkbox"/> 已收取留位費 Retention fee paid</p> <p><input type="checkbox"/> 已繳交學費之單據副本 Attached Copy of Tuition Fee Receipt</p> <p><input type="checkbox"/> 已收妥及核對學生的銀行資料 Bank account information received and checked</p> <p>收件人 : _____ 日期 : _____ Received by : _____ Date : _____</p>	<p>B) 註冊處櫃檯 REGISTRY'S COUNTER</p> <p><input type="checkbox"/> 已收妥相關文件 Relevant documents received</p> <p>收件人 : _____ 日期 : _____ Received by : _____ Date : _____</p>
<p>C) 註冊處 REGISTRY</p> <p>學生類別 : _____ 錄取狀況 : _____ 獎/助學金 : _____ Student type : _____ Admission Status : _____ Scholarship/Grant : _____</p> <p>負責人簽名 : _____ 日期 : _____ Authorized signature : _____ Date : _____</p>	<p>D) 註冊處處長 HEAD OF REGISTRY</p> <p><input type="checkbox"/> 批准 Approved</p> <p><input type="checkbox"/> 不批准 (直接到 G 部份) Not approved (Go to part G)</p> <p>備註 Remarks : _____</p> <p>註冊處處長簽名 : _____ 日期 : _____ Signature of Head of Registry : _____ Date : _____</p>
<p>E) 會計處 ACCOUNTS OFFICE</p> <p><input type="checkbox"/> 手續辦妥 Cleared</p> <p><input type="checkbox"/> 意見 Comments: _____</p> <p>負責人簽名 : _____ 日期 : _____ Authorized signature : _____ Date : _____</p>	<p>F) 註冊處 REGISTRY</p> <p>生效日期 Effective Date : _____</p>
<p>G) 資訊處 IT OFFICE</p> <p><input type="checkbox"/> 已取消學生的 DT DT deleted</p> <p>負責人簽名 : _____ 日期 : _____ Authorized signature : _____ Date : _____</p>	<p>H) 註冊處 REGISTRY</p> <p><input type="checkbox"/> 已書面通知學生、信函已存檔 Student notified in writing and letter filed</p> <p>已抄送至 Cc to <input type="checkbox"/> A/C <input type="checkbox"/> CBPS <input type="checkbox"/> DGE <input type="checkbox"/> FAC</p> <p><input type="checkbox"/> SA (請在適當的空格內打✓ Mark ✓ in the appropriate box)</p> <p>負責人簽名 : _____ 日期 : _____ Authorized signature : _____ Date : _____</p>

注意事項

- 一、申請人必須於指定註冊期前填妥此表格並連同以下文件一併遞交至註冊處，延期入學申請將於收妥申請表格及相關文件，繳妥有關費用後，始行生效。生效前，其他任何形式的申請將不受理：
 - 1.1 學生之身份證副本(正本備查)
 - 1.2 高中畢業證書副本(正本備查)
 - 1.3 網上報名系統之報名表格正本
 - 1.4 已繳交學費之單據或學費匯款回條副本(正本備查)
 - 甲、於繳費期內如未繳交學費，須繳付留位費(內地生為港幣\$15,000、非內地生及原校預科升讀本科學生為澳門幣/港幣\$5,000)，相關之收據與申請表格必須一併遞交；有關之申請及批核程序只於費用收妥後始行生效。
 - 乙、已繳付學費後提出申請者，須額外繳付行政手續費澳門幣/港幣 200 元。延期入學申請如獲批准，大學會計處在已繳交之學費內扣除留位費及行政費後，餘額將於所有行政手續辦妥後退還給學生。
 - 丙、所繳付的留位費將於學生入學時，用作抵銷學費的一部分。
 - 丁、申請人可能會被要求遞交有助審批的其他任何資料/文件。
- 二、如延期入學的申請獲批准，申請人的獎/助學金資格將不予保留或轉讓。
 - 三、**註冊期起**大學將不接受任何延期入學之申請。
 - 四、如因健康原因申請延期入學，有關的醫療證明必須與此表格一併遞交。
 - 五、非本地申請者可將留位費匯款到以下任何一個賬戶或以劃線支票/本票/匯票支付，抬頭寫《澳門科技大學》：

非本地學生			
銀行名稱：	中國工商銀行澳門分行	銀行名稱：	中國銀行澳門分行
賬戶名稱：	澳門科技大學	賬戶名稱：	澳門科技大學
銀行賬號：	港幣賬戶 0108000100000004371	銀行賬號：	港幣賬戶 01-112-384743-6
開戶銀行地址：	澳門新口岸 393-437 號皇朝廣場 18 樓 E,F,G 及 H 座	開戶銀行地址：	澳門蘇雅利士大馬路中國銀行大廈地下
環球電訊號碼：	ICBKMOMX	環球電訊號碼：	BKCHMOMX

- 五、本地申請者，可以劃線支票/本票支付，抬頭請寫《澳門科技大學》或憑會計處開發之繳費單到指定銀行繳付。
- 六、學生在完成上述手續後約三週內將獲書面回覆，一切以郵戳日期為準。
- 七、本大學規定延期入學申請只限一次。
- 八、申請獲大學批准者，可保留學額一年。自動放棄或逾期不申請註冊入學者，學額將不予保留及有關之留位費亦不予退還。
- 九、大學保留修訂及闡釋上述規定的一切權利。

Notes

1. A student who wishes to apply for deferring admission should complete this form and submit together with the following documents to Registry before the specified registration period. Application will only be processed after payment is made and the form and related documents are submitted. Any other forms of application will not be accepted:
 - 1.1 Copy of ID Card (Original copy for verification)
 - 1.2 Copy of high school graduation certificate (Original copy for verification)
 - 1.3 Original copy of the application form printed from OAS
 - 1.4 Copy of tuition fee payment receipt or remittance receipt (Original copy for verification)
 - a. If the student has not paid the tuition fees before the due date, he/she has to pay Retention Fee (HKD\$15,000 for mainland students, MOP/HKD \$5,000 for non mainland students and students promoted from MUST Pre-University Studies to Undergraduate Programs). Related administrative procedures will not begin until payment has been settled.
 - b. In addition to the Retention Fee, MOP/HKD200 will be charged as administrative fee if the tuition fee had been paid at the time of application. For approved applications, retention Fee and administrative fee will be deducted from the tuition fees paid. The remaining balance will be refunded to students after all the administrative procedures have been completed.
 - c. The Retention Fee will be applied to partially pay up the tuition fee when the student is re-admitted.
 - d. Applicants may be required to provide further information/documentation in support of their application.
2. If application for deferring admission is accepted, the scholarships/grants awarded will not be retained or transferred.
 3. No applications for deferring admission will be accepted once the registration period has commenced. If deferring admission is due to health reasons, related medical certificate should be submitted together with this form.
 4. Non-local applicants may make payment of the Retention Fee by Tele-transfer through the corresponding banks in the following table or by crossed check/cashier's order/bank draft made payable to "Macau University of Science and Technology":

Non-local applicant			
Bank :	The Industrial and Commercial Bank of China Macau Branch	Bank :	Bank of China Macau Branch
A/C Name :	Macau University of Science and Technology	A/C Name :	Macau University of Science and Technology
A/C No :	(HKD) 0108000100000004371	A/C No :	(HKD) 01-112-384743-6
Bank Address :	Alm Dr. Carlos D Assumpcao, No. 393-437, 18 Andar E,F,G, H, Edif. Dynasty Plaza, Macau	Bank Address :	Avenida Doutor Mario Soares, Band of China Building G/F, Macau
Swift Code :	ICBKMOMX	Swift Code :	BKCHMOMX

5. Local applicants can pay by crossed check/cashier's order made payable to "Macau University of Science and Technology" or pay-in-slip, which can be collected at the Accounts Office, and deposit the required payment into the appointed bank.
6. A written reply will be sent to the student within 3 weeks (subject to postmark) upon completion of all the above procedures.
7. Applicants can apply to defer admission only once.
8. Successful applicants will usually be allowed to retain deferred status for 1 year. Such status will be cancelled and related retention fee will not be refunded if applicants fail to apply for re-admission by the due date designated by the University.
9. The University reserves all rights and privileges to revise and interpret the abovementioned rules and regulations.