



延期/分期繳付學費申請表
APPLICATION FOR EXTENSION OF TUITION FEE PAYMENT

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

I. 學生個人資料 PARTICULARS OF STUDENT

中文姓名(依照證件) Name in Chinese (as printed on ID) :	申請編號/學生編號 Application No./Student No. :
外文姓名(依照證件) Name in English (as printed on ID) :	聯絡電話 Contact No. :
聯絡地址 Correspondence Address :	
郵政編號 Postal Code :	電子郵箱 E-mail Address :
課程 Program :	國際旅遊管理學士學位課程 Bachelor of International Tourism Management
<input type="checkbox"/> 工商管理學士學位課程 Bachelor of Business Administration	

II. 申請項目 APPLICATION DETAILS (二選其一 CHOOSE ONE ONLY)

<input type="checkbox"/> A. 延期繳付第 _____ 學年學費。付款通知書編號 _____。	
<input type="checkbox"/> B*. 分期繳付第 _____ 學年學費。付款通知書編號 _____。	
*辦理分期繳付學費，須以支票/本票方式繳交「付款通知書上所示應繳金額的百分之五十」及留位費澳門幣/港幣 2,000。	
Installments to pay for tuition fee please provide Cheque /Cashier Order to pay “the amount payable shown on the debit note of 50% and MOP/HKD2000 deposit of tuition fee.	

III. 延期/分期原因 REASON FOR EXTENSION

請選擇下列一項 Please select one of the followings :

<input type="checkbox"/> 1. 教育暨青年局之貸款待批 Waiting for Loan Approval from DSEJ
<input type="checkbox"/> 2. 銀行貸款待批 Waiting for Loan Approval from Bank
<input type="checkbox"/> 3. 本校員工或家屬之學費減免待批 Waiting for Approval of Application for In-House Course Tuition Fee Exemption
<input type="checkbox"/> 4. 其他，請註明 Others, please specify :

*以上任何一項申請都**必須**提供有效證明文件之副本 Official supporting documents must be provided.

IV. 繳費方式 PAYMENT METHOD

附上 _____ 銀行支票/本票(編號 _____), 澳門幣/港幣 _____ 元作為留位費/及部分學費。
Enclosed a _____ Bank Cheque (No. _____) of MOP/HKD _____ for deposit of tuition fee /and part of tuition fee.

個人聲明 Personal Declaration :

本人確認申請表中所提供的資料真實無誤，並聲明已知悉及明白『澳門科技大學個人資料收集聲明』的內容。
I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the Personal Data Collection Statement of Macau University of Science and Technology.

學生簽名
Student's Signature : _____

申請日期
Application Date : _____



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

V. 由大學填寫 FOR OFFICE USE ONLY

A) 會計處批核 APPROVAL OF ACCOUNTS OFFICE	
Issue date : _____ ; Due date : _____ ; Charge Amount MOP/HKD : _____	
Bank-in date : _____ ; Receipt No. : _____ ; Paid Amount MOP/HKD : _____	
Extend / Staging to: _____ / _____ / _____ (DD/MM/YYYY) ; Payable Balance MOP : _____	
意見 COMMENTS : _____ _____ _____	
會計處簽名 : _____ Accounts Office Signature : _____	日期 : _____ Date : _____
B) 會計處 ACCOUNTS OFFICE	
<input type="checkbox"/> 已作資料輸入 (新付款通知書號碼 : _____) Data entered into the system (New Debit Note No: _____)	負責人簽名 : _____ Authorized Signature : _____
<input type="checkbox"/> 已書面通知學生審批結果 Student being notified the result in writing	日期 : _____ Date : _____

注意事項

- 學生申請延期繳付學費應按下列程序辦理：
 - 填妥表格第 I、II、III 及 IV 部份。
 - 將表格連同澳門幣/港幣 2,000 元留位費及其他輔助申請的文件副本送交持續教育學院。
 - 申請人必須於付款通知書上所示之最後付款到期日前提出申請並繳付留位費。
- 學生未能提交上述相關資料或逾期申請，均不予受理。
- 申請結果約於完成上述手續後 3 週內以書面回覆，一切以郵戳日期為準。
- 「延期/分期留位費」只用以抵銷當期應繳學費。
- 每學年只可申請延期/分期繳交學費一次。
- 所有交來款項恕不退還或轉讓。
- 若遇任何爭議，本大學保留最終之決議權。

Notes to Students

- Student who wishes to apply for extension of tuition fee payment should follow the procedures specified below:
 - Complete Section I, II, III & IV of this form.
 - Submit this form in person to SCS together with MOP/HKD2,000 deposit of tuition fee and any other documentary proof to support the application.
 - Application and payment should be submitted before the Debit Note due date.
- Late application or insufficient document as required above will not be accepted.
- Student will be informed in writing about the result of application within 3 weeks (subject to postmark) upon completion of all the above procedures.
- The "Retention fee for deferral/installment" can only be utilized to off-set against the up-coming tuition fee payable.
- Student may apply for extension of tuition fee payment only once in every academic year.
- All fees paid are non-refundable or non-transferable.
- The University reserves the right to all arbitration in case of any disputes.