課程學費優惠申請表 Application for Fee Reduction (Programme)

請注意：學費優惠不適用於所有已登記為持續進修基金課程的科目及課程
Attention: Fee reduction does not apply to courses / programmes registered under Continuing Education Fund (CEF)

請參閱背頁指引。 Please turn overleaf for notes for application.

個人資料 PERSONAL PARTICULARS

姓名（英文）
Name (English): _____

（中文）
(Chinese): _____

身份證號碼
HKID Card No.: _____

日間聯絡電話
Daytime Contact No.: _____

電郵地址
E-mail Address: _____

請選擇類別及填寫有關資料並附證明文件副本（請參閱申請須知第 1 項）。 Please select a type, fill in the information and attach copy of identification (see Note 1 overleaf).

類別 Type	申請人資料 Applicant's Information	FOR OFFICE USE (verification)
☐ I. 香港浸會大學全職教職員 HKBU Full-time Staff	職員編號 Staff No.	☐ Staff ID Card
	學院/部門 School/Department	
☐ II. 長者卡持有人 Senior Citizen Card Holder	長者卡號碼 Senior Citizen Card No.	☐ Senior Citizen Card
☐ III. 香港浸會大學校友並持有香港浸會大學信用卡 HKBU Alumni holding HKBU Credit Card	學生編號 Student No.	☐ HKBU Credit Card
	學系及畢業年份 Major and Graduation Year	☐ Alumni Card / status (delete as appropriate)
☐ IV. 「香港浸會大學基金」成員 HKBU Foundation Member	會員卡號碼 Membership Card No.	☐ Membership Card / status (delete as appropriate)

請填寫銀行戶口資料（請參閱申請須知第 2 項）。 Please fill in your bank account information (see Note 2 overleaf).

銀行名稱
Bank Name: _____

戶口號碼
Account No.: _____
（儲蓄或往來戶口 Saving or Current Account）

銀行戶口持有人姓名（英文）
Name of Bank Account Holder: _____

課程資料 PROGRAMME INFORMATION

課程名稱
Programme Title: _____

學生編號
Student No.: _____

科目編號 Course Code	科目名稱 Course Title	學費 Fee (HK$)	FOR OFFICE USE CEF Course / Prog
年份 Year: _____ 學期 Term: _____		總計 Total	

簽署
Signature: _____

日期
Date: _____

本院專用 FOR OFFICE USE ONLY

Application received by: _____ (/ /)

Information verified by Programme Administrator

Tuition fee paid: $ _____ Payment due date: _____ Payment date: _____

Proof of payment prepared by: _____ (/ /) Prog / CEF Info verified by: _____ (/ /)

Staff status verified by Human Resources Section

☐ Full-time staff with 1 year or above contract / open-ended contract

☐ Current contract is less than 1 year

☐ Resigned / Termination of appointment Verified by: _____ (/ /)

Approval: ☐ Approved / ☐ Not Approved Recommended by: _____ (/ /) Approved by: _____ (/ /)

Discount Amount: $ _____ Reimbursement handled by: _____ (/ /)

Notification prepared by: _____ (/ /) Checked by: _____ (/ /) Sent out by: _____ (/ /)

申請須知 Notes for Application

1. 本院提供學費優惠*予以下類別人士，申請人須<u>於學費到期日後之七日內</u>將此表格及證明文件副本交回本院各中心辦事處，或郵寄至「九龍塘聯合道三百二十號建新中心二樓香港浸會大學持續教育學院學務部」，信封面請註明「課程學費優惠申請」。逾期申請，恕不受理。
The School offers tuition fee discount* to the following types of applicants. This application form together with photocopy of supporting document(s) shall be submitted to our Centre Offices or by mail to "Registry, School of Continuing Education, Hong Kong Baptist University, 2/F., Franki Centre, 320 Junction Road, Kowloon Tong" (please mark "Application for Fee Reduction" on the envelope) <u>within seven days from the payment due date</u>. Late applications will not be considered.

類別 Type	學費優惠 Fee Discount	證明文件 Supporting Document(s)
I. 香港浸會大學全職教職員 [#] HKBU Full-time Staff [#]	20%	職員證 Staff ID Card
II. 長者卡持有人 Senior Citizen Card Holder	50%	長者卡 Senior Citizen Card
III. 香港浸會大學校友並持有香港浸會大學信用卡 HKBU Alumni holding HKBU Credit Card	20%	香港浸會大學信用卡（正面）及 香港浸會大學校友卡（正面及背面）（如適用） HKBU Credit Card (front side) & HKBU Alumni Card (both sides) (if applicable)
IV. 「香港浸會大學基金」成員 HKBU Foundation Member	20%	「香港浸會大學基金」會員卡 HKBU Foundation Membership Card

* 個別課程（包括已登記為持續進修基金課程的科目及課程）恕未能提供上述優惠，詳情請向有關課程部門查詢。
Fee reduction does not apply to some programmes (including courses / programmes registered under CEF). Please check with the Programme Team concerned.

\# 全職教職員申請資格 Eligibility of HKBU Full-time staff:
　　a. 公職金計劃下之香港浸會大學（包括持續教育學院）全職教職員；或
　　　　Full-time HKBU / SCE staff on superannuation term; or
　　b. 香港浸會大學（包括持續教育學院）一年或以上合約之全職教職員。
　　　　Full-time HKBU / SCE staff on contractual term with contract period of 1 year or above.
　　如申請人於繳交學費到期日尚未上任或已申請離職／已被終止合約，將不能享受學費優惠。
　　In considering the approval for tuition fee discount, the applicant must have commenced service on payment due date or have not tendered resignation / have not been terminated from his / her appointment on or before due date for tuition fee payment.

2. **申請人須先支付學費全費**，並填寫銀行戶口資料。如申請獲接納，學費優惠退款將於學期開課後一個月內以自動轉賬退款存入申請人提供之銀行戶口。<u>若學費分期繳交，則學費優惠亦須每期獨立申請。</u>
Applicants should pay the full fee and fill in bank account information. Upon successful application, the discounted tuition fee will be reimbursed via bank transfer within one month after term commencement. <u>Application for tuition fee discount should be separately submitted for approval of each installment / payment of tuition fee</u>.

3. 申請人不可同時享用本院提供的其他優惠或資助，如有任何爭議，本院保留最後審批之權利。
Tuition fee discount cannot be used in conjunction with other discounts offered by the School. In the event of any dispute, the decision of the School shall be final.

4. 香港浸會大學（「大學」）會根據「私隱政策聲明及收集個人資料聲明」收集個人資料。有關詳情，請參閱 https://www.hkbu.edu.hk/eng/about/privacy.jsp（請選擇中文語言）。
Collection of personal data adheres to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University (the "University"). Please refer to https://www.hkbu.edu.hk/eng/about/privacy.jsp for access to the PPS/PICS.