THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION 專業及持續教育學院

HONG KONG COMMUNITY COLLEGE 香港專上學院

School of Professional Education and Executive Development 專業進修學院

SPEED

Form 26A

Application for Deferral of Remaining Tuition Fee Payment (Jan 2027 Intake)

(for 2026/27 Freshman ONLY)

Application deadline: 11 December 2026	**Result Announcement:** On or before 18 December 2026

Please read the "NOTES FOR STUDENTS" overleaf before completing this form.

I. STUDENT PARTICULARS

Name in English _____ Student No. 2 6 _ _ _ _ _ _ _ _

Name in Chinese _____

Programme Title _____ Programme Code 8 4 3 _ _ - Stream Code _ _ _ - Stage 1

Email Address _____ Contact No. _____

II. APPLICATION DETAILS

I wish to apply for deferral of the remaining tuition fee payment (**Original payment deadline for the tuition fee: 21 December 2026**).

Reasons for deferral of payment: *(Please indicate the reason(s) by ticking the appropriate box(es) below **AND** provide supporting documents[#])*

I am an applicant for Financial Assistance Scheme for Post-secondary Students (FASP) / Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)* 2026/27, **my FASP / NLSPS* application number is 2 6 _ _ _ - _ _ _ _ _ _** (issued by Student Finance Office); **AND**

1. ☐ My parents are / I am* a current recipient of Comprehensive Social Security Assistance (CSSA).
   (Examples of supporting documents: copy of certificate of CSSA Recipients (for Medical Waivers) / notification of result issued by the Social Welfare Department / copy of birth certificate^)

2. ☐ My parents are / I am* a debtor under bankruptcy proceedings / orders.
   (Example of supporting document: copy of bankruptcy order made by the court / copy of birth certificate^)

3. ☐ I was a recipient of **full-grant** School Textbook Assistance Scheme (STAS) in S.6 in the past year.
   (Examples of supporting documents: copy of notification of result issued by the Student Finance Office AND related bank transaction records showing on bank statement / bank passbook, with 1st page of bank passbook showing the account name)

4. ☐ My parents are / I am* a current recipient of government subsidies: *(Please specify name of the subsidy)*
   _____
   (Example of supporting document: documentary proof of recipient of disability allowance / copy of birth certificate^)

5. ☐ I am a current recipient of financial assistance from SFO in 2026/27 (e.g. FASP / NLSPS).
   (Example of supporting document: SFO Notification letter of successful application)

6. ☐ Other reasons: _____
   (A request letter signed by your parent stating your genuine financial difficulties in settling the payment with supporting document[#] are required.)

[#] *Supporting document(s) must be attached, or the application will NOT be processed.* ***Bank statements alone will NOT be accepted as documentary proof of financial hardship.***

^ *A copy of your birth certificate is required if the supporting document(s) belong to your parents.*

* *delete as appropriate*

FOR OFFICE USE ONLY

Date received:	Data input by:	Assessed by (Approved / Rejected*):	**[For approved case only]** Deferred LPD in SAS: ☐ Yes / ☐ Not applicable

Pending for: ☐ *CSSA doc* ☐ *Bankruptcy doc* ☐ *STAS doc* ☐ *Gov't Subsidies doc* ☐ *SFO Notification letter* ☐ *Others:*_____

III. STUDENT DECLARATION

a) I understand that School of Professional Education and Executive Development (SPEED) has full discretion to approve my application. If my application is NOT successful, I shall settle the said fee by the deadline stipulated in the Notice of Payment; failure to do so will be regarded as giving up my study place. All fees paid (including the application fee and registration fee) are non-refundable and non-transferable.

b) I hereby declare that should my application be approved, I shall settle the tuition fee on or before the deferred deadline as approved by SPEED. I understand that if I fail to settle the said fee by the deferred deadline, my registration on the programme will be declared null and void, and all fees paid (including the application fee and registration fee) are non-refundable and non-transferable.

c) I hereby declare that the reason(s) and supporting document(s) provided are true and correct, and authorise SPEED and its designated staff members to approach the respective issuing organisation(s) of the supporting document(s) for verification of authenticity when processing this application.

d) I further understand that should my application for deferral of tuition fee payment be approved, I may need to sign the relevant documents for undertaking.

Signature of Student _____ Date _____

Signature of Parent / Guardian _____ Date _____
(A parent / guardian is required to countersign this form if the student is under the age of 18 on 20 November 2026.)

Name of Parent / Guardian _____ (Relationship: _____)

NOTES FOR STUDENTS

1. *Only applicants who can provide supporting documents listed in Section II may be considered for deferral of tuition fee payment.*

2. *Application procedures:*
   - *i) Apply for Financial Assistance Scheme for Post-secondary Students (FASP) / Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) 2026/27 through the E-submission system in SFO's electronic platform (SFO E-link).*
   - *ii) Complete Sections I, II and III of this application form, and then return the completed application form to Service Counter (3/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon) in person TOGETHER WITH documentary proof of genuine financial difficulties (item 1-6 listed in Part II of this form) before the aforesaid deadline.*

   A parent / guardian is required to countersign this form if the student is under the age of 18 on 20 November 2026.

3. *The application result (successful or unsuccessful) will be conveyed to the applicants via email. Applicants who are approved for deferral of tuition fee payment may be required to sign the relevant documents for undertaking.*

4. *Failure to settle the outstanding tuition fee by the deferred payment deadline will be regarded as giving up the applicant's study place. All fees paid (including the application fee and registration fee) are non-refundable and non-transferable.*

5. *Each application for deferral of tuition fee payment is considered on an individual basis and without prejudice. No approved application will set a precedent for subsequent applications.*

6. *Late applications or applications without supporting documents will not be processed.*