



澳門大學

UNIVERSIDADE DE MACAU

Guidelines for Handling of Overpaid fees from Students

1. Objective

The aim of these guidelines is to enhance the services and efficiency in handling overpayment from students.

2. Scope

To cover overpayments from students (excluding CCE students) namely, tuition fees, continuation fees, dormitory fees, medical insurance charges and luggage storage charges.

3. Procedures for handling overpaid fees

3.1. For non-graduating students:

Total overpaid fees shall be carried forward to reduce the tuition fees payable for the following semester automatically.

3.2. For graduating students in their last semester:

The overpaid amount shall be refunded to the students according to the established procedure.

4. Exceptions will be approved by the Director of Finance Office.

Prepared by:	Finance Office
Approved by:	Finance Management Committee
Approved on:	09 June, 2010
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