



澳門大學

UNIVERSIDADE DE MACAU

RULES FOR SPECIAL HANDLING OF TUITION FEES: Carrying forward of tuition fees for deferment of Studies and Refund of tuition fees for withdrawal from Studies

1. Objective

The University of Macau has established the following set of Rules for Special Handling of Tuition Fees due to deferment of / withdrawal from studies.

2. Eligibility

These rules are applicable to:

- a) All students of the University of Macau with the exception of CCE students;
- b) Students who have applied for deferment / withdrawal and obtained approval from their faculty; and
- c) Students who have completed the clearance procedures.

3. Acceptable reasons for special tuition fee handling

Students can apply for special tuition fees handling for the following reasons:

- a) Medical ground – Student who cannot continue his/her study due to hospitalization or health problem can apply for special tuition fees handling.
- b) Financial difficulties – Student who faces financial difficulties can apply for special tuition fees handling.

Applications based on other reasons will not be considered.

4. Deferment of Studies

When student is approved to defer his/her study on medical or financial difficulties ground, the tuition fees can be carried forward to settle tuition fees payable for the **semester in which the student resumes studies. The maximum period of carrying forward of tuition fees upon deferment is ONE academic year.** The amount shall be calculated on pro-rata basis according to the below formula:

$\frac{\text{Tuition fees for the semester} \times \text{No. of days not attended classes confirmed by the Faculty}}{\text{No. of days for the semester}}$

(Number of days for the semester is calculated on the basis of the UM semester dates).



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5. Withdrawal of Studies

When student is approved to withdraw his/her study on medical or financial difficulties ground, paid tuition fees can be refunded to the student. The refunded amount shall be calculated on pro-rata basis according to the below formula:

$$\frac{\text{Tuition fees for the semester} \times \text{No. of days not attended classes confirmed by the Faculty}}{\text{No. of days for the semester}}$$

(Number of days for the semester is calculated on the basis of the UM semester dates).

6. Administrative charges

All application for special handling of tuition fees shall be subject to an administrative charge of MOP200 per transaction. The administrative charge is to cover the additional work arising from the special handling.

7. Approving authority

The Director of Finance Office is authorized to approve the application for special handling of tuition fees and any exceptional cases.

8. Application Procedures

All applications should be submitted to the Finance Office – Treasury Section by completing the form attached in Appendix 1 with the supporting documents.

Prepared by : Treasury Section, Finance Office

Approved by : Finance Management Committee

Approved on : 18 December, 2009

Effective from : Academic year 2010/2011