

**Undertaking for the Tuition Fee Payment and Refund Arrangements**

**PERSONAL INFORMATION COLLECTION STATEMENT**

Purpose of Collection

1. The personal data provided by you in this form will be used by the Education Bureau (EDB) for one or more of the following purposes:

(a) Activities relating to the processing, authentication and counter-checking of the application for registration of non-local courses;

(b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;

(c) Activities relating to matching of the personal data within the database of the EDB for purposes of verifying / updating records of the EDB;

(d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;

(e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;

(f) Activities relating to compilation of statistics, research and Government publications;  
and

(g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

### Classes of Transferees

3. The personal data you provide will be made available to persons working in the EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
- (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) personnel, agent, service provider or organisations, including the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, engaged by the EDB to provide services or advice for purposes mentioned in paragraph 1 above;
- (d) where you have given your prescribed consent to such disclosure; and
- (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

### Access to Personal Data

4. You have the right to request access to and correction of your personal data held by the EDB. Request for access to or correction of personal data should be made in writing to Executive Officer (Non-local Courses Registry)<sup>1</sup> at Room 603, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong or email to [exoncr1@edb.gov.hk](mailto:exoncr1@edb.gov.hk).

Course name: \_\_\_\_\_

Non-local institution / professional body: \_\_\_\_\_

### Part A Tuition Fee Payment Arrangement

*(Please read the attached examples and decide on the payment option/options you would like to offer to students. Please tick either paragraph 1, 2 or both)*

1. I understand that the following proposed payment option/options fulfil(s) the combined effect of section 10(3)(d)(i) and section 2(7) of the Non-local Higher and Professional Education (Regulation) Ordinance, Cap. 493 (the Ordinance) and will normally be approved by the Registrar of Non-local Higher and Professional Education Courses (the Registrar).

Standard course length (Note 1): \_\_\_\_\_

- Each instalment covers 3 months of the course and will be collected within 1 month before the commencement of that part of the course.
- Each instalment covers 2 months of the course and will be collected within 2 months before the commencement of that part of the course.
- Each instalment covers 1 month of the course and will be collected within 3 months before the commencement of that part of the course.

*(please tick as appropriate)*

Total no. of instalments for the whole course: \_\_\_\_\_

2. I understand that the following proposed payment option comes under section 10(3)(d)(ii) of the Ordinance and requires the Registrar to exercise his discretion to approve. Any instalment covers more than 6 months will not be approved.

Standard course length (Note 1): \_\_\_\_\_

Each instalment covers \_\_\_\_\_ *(Note: Not more than 6)* months of the course and will be collected within 1 month before the commencement of that part of the course.

The instalments are based on modules / subjects / units / papers / semesters / phases / terms / sessions *(please delete as appropriate)*.

Total no. of instalments for the whole course: \_\_\_\_\_

**【Note 1: “Standard course length” refers to the length of the course designed for students without credit exemption/deferment of study. If there are full-time and part-time modes and the standard course lengths are different, one set of Attachment 14 will be required for each mode.】**

3. The proposed payment option in paragraph 2 is:

- the same as that of the home course;
- the same as that in other countries where the course is conducted; or
- required by the domestic law in the home country.

*(please tick as appropriate)*

4. I understand that the Registrar will exercise his discretion to approve the proposed payment option in paragraph 2 with justification as stated in paragraph 3. Otherwise I have to offer the payment option in paragraph 1.

### **Part B Refund Arrangement**

I understand that our proposed refund arrangement must include the following terms:

- (a) All fees paid less application fee will be refunded if the course is withdrawn or not offered.
- (b) On premature cessation of the course, all fees and charges that have been collected in respect of any part of the course failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.
- (c)  The course is an academic/professional course with a comparable home course and the refund terms in cases of exceptional hardship, exemption and/or deferral are the same as those of the home course. I understand that I have to list out the terms in the document to be dispatched to students.

The course is a professional course without a comparable home course and I attach herewith the proposed refund terms in cases of exceptional hardship, exemption and/or deferral for the Registrar's approval, where appropriate.

*(please tick as appropriate)*

(d) Other refund term(s) *(if any)*:

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## Part C Undertaking

- (I) I, being the operator of the course,
- (a) confirm that all the above information regarding the tuition fee payment and refund arrangements is true and accurate ;
  - (b) undertake to specify the option(s) in Part A when approved as an express term in the contract with the students of the course and a copy of the contract is attached herewith for record (Attachment 13); and
  - (c) undertake to disclose to students of the course the refund terms specified in Part B when approved and a copy of that document is attached herewith for record.

Signature (Note 2) \_\_\_\_\_

Name in block letters (Prof / Dr / Mr / Miss / Ms / Mrs\*) \_\_\_\_\_

Designation (For Hong Kong operator)# \_\_\_\_\_

(For non-local institution)# \_\_\_\_\_

(For non-local professional body)# \_\_\_\_\_

Name of operator \_\_\_\_\_

Date \_\_\_\_\_

*\* Please delete as appropriate*

*# Designation should be the executive head or an authorized person of the operator/institution/professional body*

**AND**

- (II) I, being the executive head of the non-local institution/professional body of the course, confirm that all the above information regarding the tuition fee payment and refund arrangements is true and accurate.

Signature (Note 3) \_\_\_\_\_

Name in block letters (Prof / Dr / Mr / Miss / Ms / Mrs\*) \_\_\_\_\_

Designation (For non-local institution)# \_\_\_\_\_

(For non-local professional body)# \_\_\_\_\_

Name of non-local institution / professional body \_\_\_\_\_

Date \_\_\_\_\_

*\* Please delete as appropriate*

*# Designation should be the executive head or an authorized person of the institution/professional body*

**【Note 2: This undertaking should be personally signed by the executive head or an authorized person of the operator/institution/professional body. Original signature is required on each set of Attachment 14 if there are full-time and part-time modes and the standard course lengths are different.】**

**【Note 3: This undertaking should be personally signed by the executive head or an authorized person of the non-local institution/professional body. Original signature is required on each set of Attachment 14 if there are full-time and part-time modes and the standard course lengths are different. Please ignore this if the non-local institution/professional body is the operator.】**

**\*\*\* END \*\*\***