THE UNIVERSITY OF HONG KONG

NOTICE TO RESEARCH POSTGRADUATE AND SJD STUDENTS

COMPOSITION FEE 2018-19

All research postgraduate students (i.e. MPhil, PhD) and SJD students are invited to
note the following schedule of the composition fee for the academic year 2018-19:

<table>
<thead>
<tr>
<th></th>
<th>Date of e-Invoice being issued to Student HKU Portal Account</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Instalment²</td>
<td>By 15⁰ calendar day of the month of admission</td>
<td>End of the month of admission</td>
</tr>
<tr>
<td>Second Instalment</td>
<td>By 15⁰ calendar day in the 7⁰ month after admission</td>
<td>End of the month of the 7⁰ month after admission</td>
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</tbody>
</table>

(Note: Composition fees for research postgraduate and SJD students shall be payable in 6-month intervals from the month of admission throughout their normative study period.)

2. The electronic invoice of the composition fee shall be issued to the HKU Portal
account of the students concerned. Please note that NO hard copy of the invoice will be sent.
The invoice can be generated and printed from the Student Information System (SIS) and all
students are encouraged to check the balance of their student accounts in the SIS from time to
time. Students who have registered their local mobile telephone numbers (8-digit numbers)
with the University through the SIS will receive a SMS message in due course about the
issuance of the invoice.

3. According to General Regulation G17, students who do not settle their fee payment
within 30 days after the due date shall be de-registered and prohibited from using University
facilities and/or services. In order to reinstate the student status and have University facilities
and/or services resumed, the student has to pay a surcharge of 10% of the outstanding fees, or
HK$500, whichever is the lesser, IN ADDITION to settling the outstanding fees. The
student may also be required to compensate the University for any loss of interest for any late
payment or non-payment of fees. Students having difficulty in settling the payment on time
should contact the Centre of Development and Resources for Students (CEDARS) before the
due date for assistance and advice.

(Miss) Betty Yu
Administrative Assistant
Academic Support and Examinations Section

September 3, 2018

¹ Under the Tuition Waiver Scheme for Local Research Postgraduate Students, eligible local students enrolled
in full-time UGC-funded research postgraduate programmes will be provided with a tuition waiver and the
entire composition fee will be waived during the students’ normative study period.

² Not including newly admitted students in the academic year 2018-19 who have already paid up in full the
first instalment of the composition fee in the form of an admission deposit upon acceptance of the admission
offer.