NOTICE TO POSTGRADUATE STUDENTS

COMPOSITION FEE 2023-24

All postgraduate students (except MPhil, PhD and SJD students) are invited to note the following schedule of the composition fee for the academic year 2023-24:

<table>
<thead>
<tr>
<th>Date of e-Invoice being issued to Student HKU Portal Account</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Instalment</td>
<td>By October 13, 2023</td>
</tr>
<tr>
<td>Second Instalment</td>
<td>By January 15, 2024</td>
</tr>
</tbody>
</table>

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.

(Ms) Gladys Chau
Administrative Assistant
Academic Support and Examinations Section

September 1, 2023

1 Not including those students who are registered in programmes which have a separate set of schedule as announced by the Faculty/Programme Office concerned (e.g. composition fee paid one-off upfront upon admission; or in three instalments over a year instead of two instalments, etc.); invoices for students who are registered in programmes which are charging composition fee according to the number of courses/credit units enrolled can only be issued upon receiving the course enrolment information from the Faculty/Programme concerned and may not follow the schedule stipulated in the summary table above.

2 Not including newly admitted students in the academic year 2023-24 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.