NOTICE TO UNDERGRADUATE STUDENTS

COMPOSITION FEE 2023-24

All undergraduate students\(^1\) are invited to note the following schedule of the composition fee for the academic year 2023-24:

<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 Instalment(^2,(^3)</td>
<td>By September 15, 2023</td>
<td>September 30, 2023</td>
</tr>
<tr>
<td>Second Instalment</td>
<td>By January 15, 2024</td>
<td>January 31, 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.

September 1, 2023

\(^1\) Not including students who are registered in the part-time programmes offered through HKU SPACE e.g. BPharm(ChinMed) where the invoicing and payment matters are handled directly by HKU SPACE.

\(^2\) For those undergraduate students registered in the following programmes, a different schedule applies to the first instalment: the e-Invoice will be issued by October 15, 2023 and the payment due date will be October 31, 2023; the schedule of the second instalment shall remain the same as stated in the summary table above: the second degree in the Double Degrees of BA&LLB, BBA(IS), BBA(Laws), BEng-BBA, BEng(CivE-Law), BSocSc(Govt&Laws); and the part-time degrees of BCI, BHM, BNur.

\(^3\) 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 upon registration.

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