

## Miscellaneous Fees and Charges for 2024-25

2024-25

Approved

HK\$

### A. HKBU award (self-funded) programmes

1. Unless otherwise specified below in A2 to A3, miscellaneous fees and charges of HKBU award (self-funded) programmes, where applicable, will follow the terms and arrangements as stipulated in **HKBU Miscellaneous fees and charges** which can be referred in the Finance Office's homepage  
[https://fohome.hkbu.edu.hk/content/ito/en/\\_jcr\\_content.ssocheck.json?pathPdf=/content/dam/fo-assets/document/student-staff/other-student-charges/misc\\_std.pdf](https://fohome.hkbu.edu.hk/content/ito/en/_jcr_content.ssocheck.json?pathPdf=/content/dam/fo-assets/document/student-staff/other-student-charges/misc_std.pdf)
2. Administrative fee for refund of enrolment deposit (per refund application and per programme) (1 July) 300
3. Application Fees for AD/HD programmes (1 September) 150 (local)  
300 (non-local)

### B. SCE award and non-award programmes

1. Application Fees (1 September) 150
2. PT Short Course Transfer (per application) (1 September)
  - Regular handling 150
  - Special handling for late transfer 300
3. Programme Transfer Fee (1 September) 200
4. Assessment of Qualification (per application) (1 September) 350
5. Exemption Fee (1 September)
  - Course Exemption Fee for Cert. & Dip. Programmes (per course) 200
6. Appeal Against Reassessment Results (per course) (1 September) 200
7. Make-up Exam (per course) (1 September) 200
8. Penalty for Late Tuition Payment (1 September) 100
9. Supplementary Examination (1 September) 200
10. Statement of Academic Attainment (1 September) 70
11. Reference Letter (1 July) 70
12. Testimonial (For loss of diploma) (per copy) (1 September) 120
13. Re-issuance of Student ID (1 July) 120

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14. Re-issuance of Registration Slip (per course) (1 July)	50
15. Certification Collection (per registered mail request) (1 July)	30
16. Certification Letter for Tuition Payment (per letter) (1 July)	50
17. Transcript (1 September)	
- First copy	80
- Per extra copy	25
18. Locker fees for day programmes (1 September)	
- Rental (One Year)	50
- Penalty for not returning / illegal occupancy	100
- Fines for opening locker	20
19. Replacement Graduation Certificate for SCE Award Programme (1 July)	600
20. Access to personal data	
- Administration fee	150/request
- Photocopying fee	5/page

**C. Overseas award programmes (1 September)**

1. Application Fees	200
2. Programme Transfer Fee	200
3. Assessment of Qualification (per application)	350
4. Exam Administration Fee for External Students	450
5. Penalty for Late Tuition Payment	100
6. Locker fees for day programme (1 September)	
- Rental (One Year)	50
- Penalty for not returning / illegal occupancy	100
- Fines for opening locker	20
7. Re-examination Fee (for <i>BA HRM with Organizational Psychology</i> )	500
8. Coursework Re-submission Fee (for <i>BA HRM with Organizational Psychology</i> )	500
9. Graduation Fee (for <i>BA HRM with Organizational Psychology</i> )	500

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**D. Staff-related & others**

- 1. All miscellaneous fees and charges of HKBU per Finance Office’s homepage, where applicable, shall apply to SCE, regardless the handling office (s) or the record source.
  
- 2. Car Parking Fees for Franki Centre and Shek Mun Campus
  - i) HKBU / SCE full-time staff 1,300/month
  - ii) HKBU full-time staff and SCE part-time staff 15/hour
  - iii) External user (Users of rented facilities on SM Campus) 18/hour