

Name: _____ Application No. _____
 HKID: _____ Original Institution: _____

Part II: Certification by Institution (Please refer to Note 2 below)

(a) This is to certify that the applicant is a registered full-time part-time (please tick in the appropriate box) student of this institution for the 2011/12 academic year.

Reasons for amending original amount of tuition fee (please tick in the appropriate box):

- suspension/ deferment of studies resume studies repeat failed modules (Year: _____)
 add/ drop study courses obtain scholarship for tuition fee remission Others (please specify) _____

Courses and tuition fee information for 2011/12 academic year:

Course Description:	Course Code:	Year of Study:	Tuition Fee Payable:	Total Tuition Fee Payable*:
(1)			\$ (whole year/ 1 st / 2 nd semester)	= \$
(+ / -) _____ (number of) courses / subjects (Please delete where inapplicable)				
(2)			\$ (whole year/ 1 st / 2 nd semester)	
*Total Tuition Fee Payable in 2011/12 Academic Year				
		already deducted the tuition fee of programmes not covered by FASP: <input type="checkbox"/> Yes <input type="checkbox"/> No		
		already deducted tuition fee discount from Institutions (e.g. S-miles): <input type="checkbox"/> Yes <input type="checkbox"/> No		

The applicant's period of attendance and the number of term day in the 2011/12 academic year is: (please tick in the appropriate box)

- 1st semester/term only 2nd semester/term only whole year
 others (please specify) From _____ to _____
DD/MM/YYYY DD/MM/YYYY

Number of term day : (The number of term day is applicable for calculation of travel subsidy. Please refer to the information of the term day provided in September 2011)

- The number of term day is the **same** as the information provided in September 2011
 The number of term day is **different** from the information provided in September 2011 and the number is _____ days

(b) The applicant will attend training / placement / internship in the 2011/12 academic year. Details are as follows:

Period of attending training / placement / internship with pay: From _____ to _____
 (including the summer months of Year 2011) DD/MM/YYYY DD/MM/YYYY

Amount of income received / to be received in the 2011/12 academic year: Amount \$ _____
 (including the summer months of Year 2011)

Signature: _____
 Name: _____ Position: _____
 Institution: _____ Date: _____
 Contact Telephone No. / Fax No.: _____

Institution's Chop

For Office Use Only			
Unit	DA/P*	Initial	Date
PU(FASP)			
NLS			
APU(FASP)			

Signature of applicant: _____

Date: _____

c.c. STS Section *DA : Data amended P : Already passed to data input

Note 1: Please attach photocopies of relevant documentary proofs which indicate your change of institution/course data. For example, student ID card; certification letter from institution or tuition fee demand note, etc.

Note 2: Institution refers to the one organising the new course covered by this application. If (i) your tuition fee for the 2011/12 academic year is different from the one shown on the course coding sheet of your institution; or (ii) if you are not required to attend whole year study in the 2011/12 academic year; or (iii) you will attend training/ placement/ internship with pay in the 2011/12 academic year (including the summer months of year 2011), you must ask your institution to complete this part.