

HONG KONG BAPTIST UNIVERSITY

ACADEMIC REGISTRY

Course-based Assessment Appeal Fee Payment Form for Undergraduate Students

By signing this form, the student is considered to have acknowledged the following:

1. A fee of HKD 200 will be charged for each course grade to be appealed. Appeals without a valid reason will not be processed and the fee paid is **not refundable**.
2. Appeals with valid reasons, which shall be limited to technical errors or procedural faults only, will be processed.
3. Fee payments shall be made **in person** at the Academic Registry Service Counter (SCE301). A copy of the completed payment form and payment slip will be provided to the students for their appeal application submission.
4. The **appeal** shall be made **in writing** to the course instructor and Department Head / Programme Director concerned, together with relevant supporting documents, a copy of **the completed payment form and original payment slip, within eight working days** after students are notified of the course semester grades. **Late** application will **NOT** be accepted.
5. If after reviewing the appeal, a technical error or procedural fault is confirmed by the Faculty / School Dean, the fee will be refunded to the student.
6. The decision of the Faculty / School shall be final.

Student Information

Name: _____ Student No.: _____
(Surname) (Other Name)

Study Programme: _____ Telephone No.: _____

Course Information

Course Code: _____ Offered in _____, 20____ / 20____

Payment Method (Please ✓)

- | | | |
|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Octopus Card | <input type="checkbox"/> BoC Pay | <input type="checkbox"/> Faster Payment System (FPS) |
| <input type="checkbox"/> Alipay | <input type="checkbox"/> WeChat Pay | <input type="checkbox"/> Credit Card |

Signature

Date (dd/mm/yyyy)

For Use of the Academic Registry

Payment made on: _____
(dd/mm/yyyy) Office Chop

Refund initiated on: _____
(dd/mm/yyyy)

For Use of the Department

- Appeal Not Supported
- Appeal Supported
- With grade amendment*
- No grade amendment

*Please submit the grade amendment form together with this payment form to ugs@hkbu.edu.hk for processing.