



The Buddha-Dharma Centre of Hong Kong Limited

香港佛法中心有限公司

Fee Refund Guideline for the Programmes affiliated with the University of Kelaniya

附屬凱拉尼亞大學課程之學費退款指引

1. All tuition fees paid will be refunded if a Diploma Programme or Postgraduate Programme (Programme) is withdrawn or not offered.
如文憑或研究生院課程（以下簡稱“課程”）取消，已繳學費將全數退還。
2. On premature cessation of the Programme, all fees and charges that have been collected will be refunded on a pro-rata basis within one month from the effective date of cancellation or withdrawal.
如課程提前中止，已繳學費及其他收費將於停辦課程生效日期往後一個月內按比例退還。

Deferral of Studies 延長修讀課程期限

3. A registered student of a Programme who wishes to defer his/her studies should apply in writing to the Hong Kong Academic Director. Approval of such application is at the discretion of the University of Kelaniya (UoK).
註冊學生如希望延長修讀課程的期限，應向香港學術總監提出書面申請。申請會由凱拉尼亞大學負責批核。
4. UoK recognises the following grounds as a basis for deferral of studies:
凱拉尼亞大學接受以下原因作為延長修讀課程期限的理據：
 - (a) illness or medical emergency; 疾病或緊急醫療情況；
 - (b) financial crisis, or similar special circumstances; 財務危機或其他類似情況；
 - (c) other reasons accepted by UoK. 大學所接受的其他原因。
5. The maximum period allowed for deferral of studies for each attempt is one academic year.
每次延期申請的最長期限為一學年。
6. A student who has been granted approval to defer studies will not receive a refund of course fee paid. The student is required to resume study of the same Programme for which deferral was granted. A student resuming studies need not pay additional course fees provided that the study is resumed at the agreed time.
獲批准延期的學生不會獲發還學費。學生需繼續修讀獲批准延期修讀的課程。如在批准時間內繼續修讀有關課程，學生無需繳交額外學費。

Withdrawal from Programmes 退學

7. In the event of a student withdrawing himself/herself from a Programme for whatever reasons including academic hardship and/or illness, the date of withdrawal will be the date on which the student formally notifies UoK in writing that they will no longer attend their course of study.

無論學生因何原因退學（包括學習困難、疾病），退學日期將是學生正式書面通知大學不再修讀課程的日期。

8. Students who apply for withdrawal based on the following reasons may receive a refund of paid tuition fee on a pro-rata basis (based on the number of semesters the student has attended), less the application fee:

學生若基於以下原因申請退學，或可按比例（根據學生已修讀的學期數目）獲退還學費（但不包括報名費）：

- (a) serious illness or medical emergency; 嚴重疾病或緊急醫療情況；
- (b) financial crisis, or similar special circumstances; 財務危機或其他類似情況；

In either of the above cases, valid proof should be provided by the student.

若以上述原因申請退學，學生需提供有效證據。

9. Students who withdraw from the Programme without acceptable reason shall not receive a refund of course fees paid.

學生若無合理原因退學，將不會獲退還學費。

Refund application details 退款申請詳情

10. Students who wish to apply for refund, deferral of studies and withdrawal from a Programme should follow the following procedures:

申請退款、延長修讀課程期限或退學的學生需按以下程序提出相關申請：

- (a) Write to the Hong Kong Academic Director, with reasons in support of the application and the effective date for such deferral/withdrawal of studies. Students applying for withdrawal from the Programme due to exceptional hardship cases should provide documentary evidence in order to be eligible for a refund of paid tuition fee on a pro-rata basis (based on the number of semesters the student has attended).

向香港學術總監提出書面申請，並說明原因及延期/退學的生效日期。因特殊困難而申請退學的學生需提供證明文件，以符合按比例（按學生已修讀的學期數目）退還學費的資格。

- (b) The Hong Kong Academic Director will make arrangements with UoK to update the students' registration records accordingly. Final notification of registration status will be forwarded to the student concerned.

香港學術總監會與凱拉尼亞大學跟進，以更新學生的註冊紀錄。至於學生註冊狀況，香港佛法中心會向個別學生發出正式通知。

- (c) Students eligible for any refund of tuition fee will be notified to pick up the refund cheque within one month from the date of application.

符合退款資格的學生將於申請日期往後一個月內收到通知，領取退款支票。

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