



## 持續教育資助課程退學規章

### I 主動退學

- A. 已獲本中心錄取並以《持續進修發展計劃》資助繳交全部或部份課程費用者，根據教育暨青年局規定：在任何情況下，機構不得把資助金額以現金或實物等任何方式退回參與的學員。如欲申請退學並將資助金額退回個人進修帳戶內，需向本中心遞交書面申請及相關證明文件。經本中心批核後，按以下情況辦理退學手續：
- 於開課前最少 20 天向本中心作出申請，須支付相關課程學費的 10%。
  - 於開課前 20 天內（以及不少於 10 天）向本中心作出申請，須支付相關課程學費的 50%。
- 學員另須繳付**澳門幣貳佰元**作為行政手續費。如以信用咭付款，亦須繳付**澳門幣伍拾圓**作為信用咭手續費。
- 在開課前學員須清繳上述費用，完成有關手續後，本中心將通知教育暨青年局退回所資助金額到學員的個人進修帳戶內。**在開課前少於 10 天內本中心將不會接受退學申請。**
- B. 凡主動申請退學者，所繳報名費一律不予退還。
- C. 澳門大學財務管理委員會有權對特殊個案另作處理。

### II 強制退學

已獲錄取並繳交學費後而被要求退學者，按以下原因及條款，處理有關退還學費手續：

- A. 由於本中心取消該課程，所繳學費及報名費將全額退還。
- B. 如學員違反紀律及個人操守問題，所繳學費及報名費不予退還。
- C. 澳門大學財務管理委員會有權對特殊個案另作處理。

### III 因課程時間表更改之退學

如本中心於開課前因事故需更改原定之上課時間表而已獲錄取並繳交學費之學員未能配合更新之時間表上課，學員可按更新時間表開課前向本中心遞交書面退學申請，並必須聲明申請退學之原因。經本中心批核後，學員可獲全數學費及報名費之退還。澳門大學財務管理委員會有權對特殊個案另作處理。



## Withdrawal Regulation for Courses Enlisted in DSEJ Continuing Education Scheme

### I Voluntary withdrawal

A. If a student has applied the subsidy of DSEJ Continuing Education Scheme for payment, partial or full amount, of a course, no refund in form of cash or physical object can be allowed as stipulated by DSEJ. However, he/she may request to withdraw from the course and return the subsidy to his/her personal account under the scheme. A written request with supporting documents should be submitted to CCE. Upon approval, the withdrawal will be handled as follows:

- 10% of tuition fee must be paid if a written request for withdrawal from study is received by CCE at least 20 days before course commencement; or
- 50% of tuition fee must be paid if a written request for withdrawal from study is received by CCE within 20 days (and at least 10 days) before course commencement.

An administrative fee of **MOP200.00** will be charged for any one of the abovementioned scenarios. An extra charge of credit card administration fee MOP50.00 shall be levied for payment by credit card.

CCE would advise DSEJ to return the subsidy to the student's personal account if the aforesaid payments are made before course commencement. **Any withdrawal request received by CCE less than 10 days before course commencement would not be entertained.**

- B. The application fee of the course is not refunded if a student requests to withdraw from his/her study of his/her own accord.
- C. Under special circumstances, the UM Finance Management Committee can exercise its discretion to refund tuition fee and/or application fee to a student on a case-by-case basis.

### II Mandatory withdrawal

A student has accepted an offer of admission by CCE and paid tuition fee and application fee of the subject or course. For some reasons, he/she is requested to withdraw from his/her study. Refund guidelines are as follows:

- A. Owing to course cancellation initiated by CCE, tuition fee and application fee paid are fully refunded.
- B. Owing to the student's misconduct or his/her disciplinary problem(s) during CCE course(s), tuition fee and application fee paid by the student are not refunded at all.
- C. Under special circumstances, the UM Finance Management Committee can exercise its discretion to refund tuition fee and/or application fee to a student on a case-by-case basis.

### III Withdrawal due to Change on Course Schedule

If a student has accepted an offer of admission by CCE and paid tuition fee and application fee of a course, but then course schedule is amended by CCE, student can make written request to withdraw from his/her studies before course commencement (referring to the amended schedule) stating with withdrawal reason. With approval from CCE, student can receive full refund on tuition fee and application fee. Under special circumstances, the UM Finance Management Committee can exercise its discretion to refund tuition fee and/or application fee to a student on a case-by-case basis.