

Application for Certification of Fee Payment

Part I : Personal Particulars

Student Name : _____ Student ID : _____
(in English)

Email Address : _____ Contact Phone No. : _____

Study Programme : _____
(in English)

Part II : Fee Payment Details

Academic Year : 20 ____ — 20 ____ 1st term 2nd term Summer term

Fee Certify : Tuition Fee Graduation Deposit Student Union Fee
 Hostel Fee Hostel Deposit Air-condition Fee
 Others, please specify: _____

Fee to be paid : HK\$50 per copy x _____ (no. of copies) = **HK\$** _____

Payment method:

- (a) In person at AD105, Finance Office, 1/F., Wong Administration Building, Lingnan University. Payment can be made by Cash or Cheque payable to “Lingnan University”.
- (b) By post to Finance Office, 1/F., Wong Administration Building, Lingnan University, Tuen Mun, N.T. Hong Kong. Please indicate clearly on the envelop “Application for Certification of Fee Payment”. Payment has to be made by Cheque payable to “Lingnan University”.

PERSONAL INFORMATION COLLECTION STATEMENT :

1. The data provided in this form shall be released to relevant units within the University for the purpose of processing your application.
2. Unless required by law, the data collected will not be disclosed to any third parties other than those specified above without your consent.
3. If the data provided is incomplete or inaccurate, the University may not be able to process your application.
4. This form will be destroyed after the issuance of the certificate.
5. You have a right of access and correction in respect of the data contained in this form under the Personal Data (Privacy) Ordinance. Please raise such request(s) to the Data Protection Officer of the Finance Office at fodpo@LN.edu.hk.

Signature of Student : _____ Date: _____