

CEF Application Procedure for New Students admitted by HKIT after 1 April 2010

1. Pick up the CEF monthly auto payment form from the general office of the school (2 Breezy Path) in person with Hong Kong ID during office hour from Monday to Friday 9:30am to 1:00pm and 2pm to 5pm. On line enrollment of the student will be blocked until auto payment procedure completed.
2. Student s fills in the form and submits to the bank.
3. Student forwards the copy of auto payment form to the general office in person for endorsement. HKIT will process the “clearance of registration” upon the 1st payment arrives the account of the school. It will take 7 working days for the process of computer system before students are allowed for online registration.
4. Student can proceed for online enrollment as other students once the online enrollment computer system activated. Online enrollment deadline will apply to all the students.
5. If auto payment does not arrive at school on time, students will be considered as officially withdrawn from that CEF subject. No refund will be made and registration with full payment will be required if student registers the same subject in other semester.
6. For CEF subjects included in Southern Cross University Degree programmes, SCU registration will only be made upon payment in full. HKIT will proceed for registration with SCU once full payment is made. If the registration is not accepted by SCU as late registration, students will be refunded in full. These students will not be considered as registered with the subject and not allow to attend the examination accordingly.
7. It will take around 20 working days for the refund process. Student will have to pick up the refund cheque in person and sign the acknowledgement of payment document.
8. It will not be the responsibility of HKIT if any students choosing CEF subjects and fail to follow the CEF payment accordingly.