



Subject: Pre-Billing

Dear Students,

Kindly take note that the due date for paying the January 2007 semester tuition fees is 3 January 2007. Late payment charges of 2% per month calculated on a daily basis will be imposed for fees paid on 4 January 2007, or thereafter.

Also, kindly be informed that the last batch of Pre-billing for January 2007 semester tuition fees was issued on 5 December 2006. If you had not received it by 12 December 2006, please ask the Finance Office for a copy of the Pre-billing and update us with your latest address.

Please take note that this is not the final payment schedule if you have transferred to a different programme of study or repeated any subjects after the final examination results have been announced in January 2007. You are required to settle the outstanding tuition fees within 4 working days after your application to Add/Drop a subject has been approved. We would appreciate if you could inform your parents or guardians if you have any outstanding fees and kindly settle the amount accordingly.

Students with outstanding fees will be barred from sitting for the final examinations in April 2007. Please do not hesitate to visit us at the Finance Office if you have any queries. We regret that last minute requests before the final examination will not be entertained.

Kindly be guided accordingly.

Kind Regards,
Financial Services Department