聖若瑟大學
UNIVERSITY OF SAINT JOSEPH

Residence Fee Payment Policy (For Students)

1. STATEMENT

This document provides comprehensive information regarding students' payment of residence and related fees. All resident students are advised to read through this document carefully and bookmark it for future reference. This is an on-line document and will be updated regularly with the most current information.

Any queries should be directed to the Hall Administration Team at 8592-5600, via email to Residence@usj.edu.mo or by meeting with the Team located at the Residential Hall.

2. SCOPE

The policy is applicable to all USJ students residing, or intending to reside, in University on-campus Residential Hall (hereafter, RH). These students are all referred to as residents in this document.

3. RESIDENT RESPONSIBILITIES

All residents are responsible for paying the residence and its related fees within the time frame specified by University. Payment is due as stipulated in the University's Residence and Related Fees applicable for each academic year.

Residence fee, together with deposit for first-time resident, must be fully paid upon University's confirmation in order to secure the accommodation.

4. PAYMENT PROCESS

- First-time residents, defined as applicants who request to reside in the University RH for the first time and have been accepted by USJ Hall Management Authority must pay the Deposit together with the full Semester's Residence Fee before the specified deadline.
- Returning residents, defined as residents who are already residing in the University RH, who have opted to continue the stay for the next Semester/Summer and have been accepted by USJ Hall Management Authority must pay the full Semester's Residence Fee before the specified deadline. Their deposit will be kept by the University in order to secure the accommodation.

<u>Residents with cash flow difficulty</u>

Special arrangement can be made for residents, **who apply for the stay at the University Residence for a semester or above**, cannot afford to pay the residence fee(s) for Fall Semester/Spring Semester in one instalment. Details as follows:

Residents can submit a request to the Hall Administration Team via Residence@usj.edu.mo – requesting ***payment by instalments***[1]. If approved, the resident will be allowed to make payments by instalments ***for a semester***.

Please take note of the following:

a. The request for **Instalment Payments** should be submitted at the time of application for Hall place (late requests will not prevent cancelling the Hall place offer and other consequences).
b. If approved, the resident still has to pay the first instalment (plus Deposit for first-time resident) in advance in order to secure the accommodation.
   - For the Fall Semester, the payments are made in two instalments: middle of August (or upon acceptance offer for first-time residents) and middle of November.
   - For the Spring Semester, the payments are made in two instalments: middle of January (or upon acceptance offer for first-time residents) and middle of March.
c. The instalment payment amounts to the residence fee divided equally into two instalments, plus a ***5% administrative fee***.

However, for summer, regardless of duration of stay, all residents are required to pay in one instalment prior to the deadline.

5. PAYMENT METHODS

The University has made the following options available for residents to pay their residence fees:

5.1 Direct Transfer to the Bank Account

This payment method is for international students who need to transfer the residence fees to the University from their home country; there are two banks available: either Bank of China Macau Branch (BOC) or Banco Nacional Ultramarino (BNU). Please be aware that banks generally charge an additional fee for international transfers. As you will need to cover the costs of these charges, please check with your bank about these costs before transferring money to the University. **It is important that we receive the correct amount after any charges have been deducted by your bank**.

Here below is the relevant information of the two banks:

For **BOC,** please use the following details:	For **BNU,** please use the following details:
Bank: BOC	Bank: BNU
Account Name: Universidade de São José	Account Name: Universidade de São José
Account Number: 110120014272	Account Number: 9000071755
Swift Code: BKCHMOMX	Swift Code: BNULMOMX

[1] Only apply on Semester Rate.

5.2 Bank Cheque /Bank Draft/Credit Card/Cash

This payment method is available at the USJ Finance Office –Treasury Counter located in Ilha Verde Campus, opens from Monday to Friday, from 9:00 a.m. to 7:00 p.m., and closes during weekends and public holidays.

Please make the bank cheque/draft payable to **University of Saint Joseph** or 聖若瑟大學.

PLEASE NOTE, a copy of bank transfer, must be presented to the Hall Administration Team via Residence@usj.edu.mo**, on or before the due date for the payment.** Returning residents may opt to present the proof in person to the Hall Administration Team, located at the Residential Hall, or by email to Residence@usj.edu.mo.

6. CONSEQUENCES OF LATE PAYMENT

The Student Handbook contains provisions which empower the University to terminate a student's study and/or to withhold his/her testimonials and academic transcripts and the conferment of awards on account of non-settlement of outstanding fees and charges which include residence and associated fees.

First-time residents who fail to pay the residence fee and deposit on or before the due date will forfeit of offer and their accommodation will not be kept.

All residents who fail to pay the residence fee on or before the due date, a **penalty of 5%** will be added to the amount due, immediately after the deadline.

7. REFUND

Residents who have paid the residence fees and are requesting to cancel the stay are subject to the Refund Policy stipulated below:

Submission Time	Treatment
Before the Residential Period starts	90% of the paid residence fees may be refunded
Within the 1st three weeks of the Residential Period	50% of the paid residence fees may be refunded.
Within the 1st five weeks but beyond the 1st three weeks of the Residential Period	25% of the paid residence fees may be refunded.
Beyond the 1st five weeks of the Residential Period	No refund

However, regardless of the submission time, if the resident's student visa is not granted by the local government authority resulting in termination of your studies at USJ, you will only be liable for the residence fee associated with the period of stay, which will be calculated by the daily rate multiplied by the number of days of occupancy in RH; the rest of the paid residence fee will be refunded.

8. RELATED DOCUMENTS

- Residence Fees (For Students) *(CSO-510)*

Approved by the University's Executive Council

Date: 17 April 2018