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| **LU NewSignature3** | Receipts Division, Finance OfficeLingnan UniversityAD105, 1/F Wong Administration Building8 Castle Peak Road, Tuen Mun, N.T. |

Application for Certification of Fee Payment

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| **Part I : Personal Particulars** |
| Student Name : |  |  | Student ID : |  |
|  |  (in English) |  |  |  |
| Email Address : |  |  | Contact Phone No. : |  |
|  |  |  |  |  |
| Study Programme : |  |
|  |  (in English) |

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| **Part II : Fee Payment Details** |
| Academic Year : | 20 |  | — | 20 |  |  |[ ]  1st term |[ ]  2nd term |[ ]  Summer term |

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

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

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| 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”. |

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| 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: |  |