

FAQs on Composition Fee

1. Can I pay less composition fee if I only need to take less than 24 credits in my last semester of the normative study period?

You are required to pay the normal composition fees for the normative study period, regardless of the number of credit-unit taken.

You may also note that the period of semester long leave of absence is excluded from the counting of normative study period except for semester/year long outgoing exchange study.

2. Am I eligible for the payment of composition fee on credit-unit basis? When should I apply?

Undergraduate student who meets all of the following eligibility criteria may apply for payment of the composition fee on a credit-unit basis:

- a. the student is studying under a degree programme which is credit-based and fully UGC-funded; and
- b. the student is studying beyond the normative study period [e.g. for the BSc programme, the normative period of study should be 4 years (i.e. 8 semesters, excluding summer semester)] and has already paid the full composition fees during the normative study period; and
- c. the student has been given approval by the Faculty to take a less-than-normal study load, in terms of credit-units, in the particular year beyond the normative study period (for fee calculation purposes, the normal study load is defined as 60 credits per annum for full-time programmes).

You may also note that the period of semester long leave of absence is excluded from the counting of normative study period except for semester/year long outgoing exchange study.

All eligible students will be invited by the Faculty via email during the course selection period to submit the completed form “Application for Payment of Composition Fee on Credit-Unit Basis” to the Faculty via the Science Online Application Submission System (OASS) (<https://webapp.science.hku.hk/intranet/OnlineFormUG.html>) by the specified deadline (usually right after the deadline of course selection period). If those eligible students fail to submit the completed form by the application deadline, they will be required to pay the normal composition fee, irrespective of the number of credit-units taken.

In case additional courses are taken during the course add/drop period, students should submit a new application so that due adjustment can be made to the fee amount. Any change of course selection which does not affect the overall number of credits of courses taken will not necessitate the submission of a new application.

For further enquiry about composition fee, you may contact the Academic Support and Examinations Section (ASE) at fees@hku.hk (email) for advice.

3. Am I still required to pay composition fees if I haven't selected any courses for the current semester or academic year?

Yes, you are still required to pay composition fees, regardless of the number of credit units you have registered for. This means that even if you do not enroll in any courses for the current semester or academic year, you are still liable to pay the composition fees unless you have applied for a leave of absence, along with valid supporting documents, via OASS before the start of the relevant semester or academic year.