# Joint University Programmes Admissions System
# Online Application System User Guide for Applicants

## Download Area

## Download Refund Form

Last updated on 6 October 2021

# INTRODUCTION

Refund can only be made under the following circumstances:

1. Applicants have made duplicate / multiple payment of **Application Fee (HK$460 / HK$810)**.
2. Applicants have paid **Amendment Fee (HK$100)** but updating of programme choices is unexercised on or before the specified deadline.
3. Applicants have used a wrong HKID card number to register payment **OR** have made duplicate / multiple payment of **Acceptance Fee (HK$5,000)**.
4. Applicants have paid the **Acceptance Fee for their Main Round offers (HK$5,000)** but who **DO NOT WISH** to accept the "better" offers.

If you belong to any of the above categories, you may request for a refund.

**Submission of refund form after the specified deadline will NOT be accepted.**

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**Note**

The JUPAS online application system **ONLY** supports single log-on. Please refrain from logging on your JUPAS account with multiple devices and / or browsers simultaneously to ensure data integrity.

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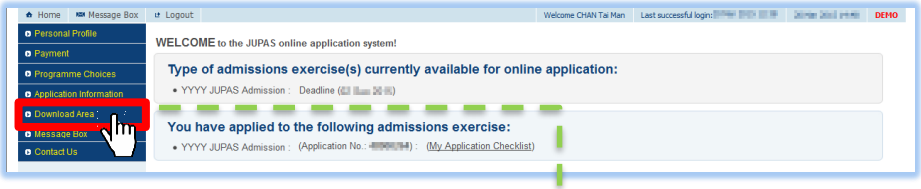
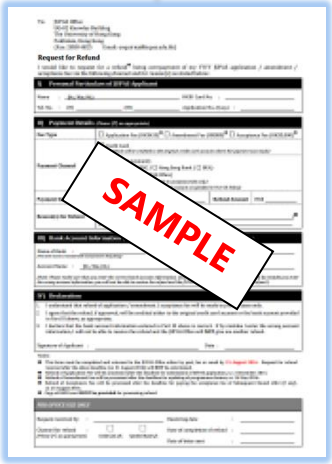
# 1. **DOWNLOAD** Refund Form

1.1 Log on your JUPAS account and **click** **"Download Area"**.




1.2 **Click** **"Refund Form"**.




**Note**

You **SHOULD** log out from the JUPAS online application system when you have finished using it.

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## 2. **SUBMIT** Refund Form with Supporting Documents

The completed refund form together with the required supporting documents must be returned to the JUPAS Office via email at info@jupas.edu.hk on or before the specified deadline mentioned on the form.

The JUPAS Office will verify the requests after receiving the forms and refund will be made to proven cases only.

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