



## POLICY ON LIFELONG LEARNING PUBLIC PROGRAMMES TUITION FEE DISCOUNT

Executive Training and Lifelong Learning Office (hereinafter as ETLLO) serves and supports the community who wish to enhance their knowledge and to restore people's learning interests. A Lifelong Learning Program tuition fee discount will be offered to eligible applicants. The purpose of this policy is to set out the terms and conditions for those who are eligible to apply for the tuition fee discount upon enrolment.

This tuition fee discount is not applicable for academic units, non-degree or degree programmes (for details please refer to the below information). For information regarding discount offered to a certain degree or non-degree programmes, please contact the relevant Office for details before enrolling.

A 5% or 10% discount on tuition fee will be offered to the eligible applicants who have enrolled in the lifelong learning programmes.

### Conditions of Eligibility

The tuition fee discount applies under the following conditions (please choose one from the below options):

- USJ working staff (academic/administrative staff) or USJ students who are studying a degree or non-degree programme.
- Members of Alumni Association of the University of Saint Joseph (AAUSJ).
- Next of kin (including spouses, children, and parents) of USJ working staff (academic/administrative staff), USJ students and members of AAUSJ.
- Former students who have completed course(s) organised by the ETLLO.
- Applicant(s) who are able to complete the course enrolment procedure within the time frame.

\*Remarks: the above Conditions of eligibility are subject to the terms in this policy, therefore, please read in the *Terms and Conditions of Use* carefully.

### Application Process

ETLLO adopts a three-step flow of “**Registration, Notification, Enrolment**”. Applicant(s) is required to complete the registration through an online registration system. Therefore, there are no additional requirements involved in the application of this tuition discount.



Our Office can only verify the eligibility of completed registrations, therefore, the applicant(s) must first complete the “ETLLO Programmes (Public Courses) Online Registration” (click [here](#)). The entire verification process is expected to take at least 2-3 working days after receiving the required information through the online registration system, followed by a confirmation email and registration code sent to the eligible applicant(s), and for the eligible applicant(s) who has successfully registered will be notified via email, please retain the acknowledgement email and registration code for record.

ETLLO will send a “Confirmation Invoice of Course Enrolment” via email to the admitted applicant(s) once the course meets its minimum capacity of students to run the class. Therefore, the applicant(s) must fill out the required application form, settle the payment, and submit/upload all required document(s) in order to wrap up the course enrolment process. For required documents please refer to the Table 1.

For course enrolment enquiry or any further information, please send email to ([conted@usj.edu.mo](mailto:conted@usj.edu.mo)) or click [this link](#) for more details.

### **Duration of Tuition Fee Discount**

There is no time limit for this tuition fee discount for lifelong learning programmes, the offer will apply to all eligible applicants.

### **Terms and Conditions of Use**

1. This tuition fee discount offer is for ETLLO public courses that are organised by ETLLO; the tuition fee discount is not applicable to any degree programmes (Bachelor's Degree, Master's Degree, Doctoral Degree) and its application fee. For non-degree programmes (Pre-University, Associate Diploma and Post-Graduate Diplomas), any other retaking courses, or tuition fee subject under degree/non-degree programmes, and certificate diploma programmes, etc.
2. This tuition fee discount offer is only applicable for the reduction of lifelong learning public courses. Fees for textbooks or other for learning materials and miscellaneous expenses, etc. are not covered by the tuition fee discount offer.
3. For the members of Alumni Association of the University of Saint Joseph (hereinafter as AAUSJ) have to provide his/her valid identification (members registration code), to be regarded as a member of AAUSJ.



Regarding AAUSJ enquiry, please contact Office for Student and Alumni Affairs (OSAA) at telephone (+853) 8592 5655 / (+853) 8592 5699 or email to ([osaa@usj.edu.mo](mailto:osaa@usj.edu.mo)). In case there is any dispute about this clause (3), AAUSJ and OSAA reserve the rights to make the final decision and shall be binding.

4. For student(s) who has taken and completed ETLLO public courses that were organised by ETLLO in previously, the former ETLLO student(s) is required to provide one of the following information for verification:
  - Present the course original certificate of completion/notification of certificate issuance from the ETLLO;
  - The reference number or course code stated on the course Certificate of Completion.
5. If the relevant course(s) is under to the "Continuous Education and Development Subsidy Scheme" (Programa de Desenvolvimento e Aperfeiçoamento Contínuo, in abbreviation PDAC) of the D.S.E.D.J (Education and Youth Development Bureau), this tuition fee discount policy will not apply if it is settled the tuition fee by either cash/ credit card/ bank transfer or by the aforementioned subsidy scheme.
6. This tuition fee discount cannot be made in conjunction with any other promotional offers at the same time, only one discount at a time for each single enrolment and it is required to complete the registration process through the "ETLLO Programmes (Public Courses) Online Registration" system, for the verification process.
7. If you have used this discount service in previous lifelong learning public courses enrolment, and you are intended in applying for any other public course(s) under ETLLO in the near future, applicant(s) can continue enjoy this discount offer, as there is no ceiling in terms of frequency of use. Applicant(s) has to comply to the terms and conditions set out in the application process.
8. If the applicant(s) is interested in applying for lifelong learning public courses, the registration code for eligible applicant(s) sent by ETLLO can be used more than once, however, the applicant(s) must ensure that the information submitted on the registration system is completed and consistent from the previous course enrolment submission, such as identity information (identity card/student card/passport/blue card, etc.), the expiration date of its identity card, number(s) of its identity card, application identity of the applicant(s), etc. In case of any changes, the registrant(s) needs to be applied through the online registration again.



9. The applicant(s) is responsible to declare that all information given is true and correct. ETLLO has the right to request applicant(s) to provide proof (original hard copies/statements) for verification, if necessary. The information is strictly for the use in relation to course enrolment.
10. If you failed to provide/attach any required documents, failed to provide registration code, identification and incompleteness in document submissions, please note that you are not entitled to the discount offers.
11. ETLLO does not accept any late submission of supplementary documents, the applicant(s) cannot request for a refund of the overpaid amount after payment made.
12. If the tuition amount is in decimal after the discount, the amount will be rounded to the nearest integer/dollar. For instance, the last digit after the decimal point is greater than or equal to 5, it will round off to the next whole number. (i.e. MOP2,314.50 will be rounded up as MOP2,315.00). For the decimal point less than 5, it will be rounded down. (i.e. MOP2,615.40 will be rounded down as MOP2,615.00).
13. ETLLO reserves the right to amend or cancel the tuition fee discount offer at any time without prior notice.

Table 1.

Eligible applicant(s) must bring/attach the below relevant documents for ETLLO public courses enrollment process. For details, please refer to the following table:

Target Applicants (Please choose one from the below options)	Remarks	Required Documents for ETLLO Public Courses Enrolment Process	Discount
USJ working staff and students	Applicable for internal working staff (academic / administrative staff) and students from the University of Saint Joseph, including degree programme (Bachelor's Degree, Master's Degree, Doctoral Degree) and non-degree programmes (Pre-University, Associate Diploma and Post-Graduate Diplomas)	<ul style="list-style-type: none"><li>• Applicant's ID/Passport/Blue card (original copy)</li><li>• Student's ID card/staff card (original or soft copy)</li></ul>	10%



Target Applicants (Please choose one from the below options)	Remarks	Required Documents for ETLLO Public Courses Enrolment Process	Discount
Members of Alumni Association of University of Saint Joseph (AAUSJ)	Applicant(s) must first complete the application of being members of AAUSJ (please click <a href="#">this link</a> ), to be regarded as valid identity of AAUSJ	<ul style="list-style-type: none"> <li>Applicant's ID/Passport/Blue card (original copy)</li> <li>Statement of period of stay in Macau (if applicable)</li> <li>Members of AAUSJ ID card number</li> </ul>	10%
Next of kin relationship	Applicable for those current internal staff (including academic/administrative staff), USJ students and members of AAUSJ, and their next of kin (spouses, children, and parents)	<ul style="list-style-type: none"> <li>Provision of ID Card copies of both parties (ID card original copy of applicant and ID card soft copy of direct relatives)</li> <li>Statement of period of stay in Macau (if applicable)</li> </ul>	10%
Former ETLLO students	Applicable for those who have previously completed studying lifelong learning public courses from ETLLO. ETLLO students who has been issued of Certificate of Completion are deemed to achieve in course completion	<ul style="list-style-type: none"> <li>Applicant's ID/Passport/Blue card (original copy)</li> <li>Statement of period of stay in Macau (if applicable)</li> <li>Provide the reference number of course title/course code for verification</li> </ul>	10%
Early-bird discount	Applicable for applicants who could complete the course enrolment procedure within the specified time frame. The specified enrolment period will be notified accordingly in due course. If you fail to pay the tuition fee or fail to complete the course enrolment procedures within the specified time period, any late applicants will not be able to enjoy the tuition fee discount and their qualification will be automatically cancelled.	<ul style="list-style-type: none"> <li>Applicant's ID/Passport/Blue card (original copy)</li> <li>Statement of period of stay in Macau (if applicable)</li> </ul>	5%



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*In the event of any dispute concerning the matters in this document, the Executive Training and Lifelong Learning Office of the University of Saint Joseph reserves all rights to make the final decision.*

University of Saint Joseph  
Executive Training and Lifelong Learning Office

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