

**THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES (HKICS)**  
**STUDENTSHIP RENEWAL FOR THE FINANCIAL YEAR 2021/2022** (NOTE 1)

Studentship expiry dates of all students will be unified and fall on the Institute's financial year end (i.e. 30 June) each year. As the studentship expiry months of existing students vary, the Institute will require all students to renew their studentship in phases during the transition period in year 2021/2022.

The Council has resolved to maintain the student renewal fee at HK\$800 for year 2021/2022. All students will be given a 3-month period to settle their student renewal fee at a pro-rated amount according to their current studentship expiry month.

Details of payment schedule, respective amount and deadlines are set out below:

Phase	Studentship expiry month	Remaining months to be settled until 30 June 2022 / 30 June 2023	Pro-rated renewal fee (HK\$) (NOTE 4 & 5)	Invoice issue date	Deadline of payment	Studentship expiry date after renewal
Phase 1 (NOTE 2)	July 2021	12	\$800	1 July 2021	30 September 2021	30 June 2022
	August 2021	11	\$730			
	September 2021	10	\$665			
Phase 2 (NOTE 2)	October 2021	9	\$600	1 October 2021	31 December 2021	30 June 2022
	November 2021	8	\$530			
	December 2021	7	\$465			
Phase 3 (NOTE 2)	January 2022	6	\$400	1 January 2022	31 March 2022	30 June 2022
	February 2022	5	\$330			
	March 2022	4	\$265			
Phase 4 (NOTE 3)	April 2022	3 + #12 = 15	\$200 + \$800 = 1,000	1 April 2022	30 June 2022	30 June 2023
	May 2022	2 + #12 = 14	\$130 + \$800 = 930			
	June 2022	1 + #12 = 13	\$65 + \$800 = 865			

(\* studentship renewal for the following financial year 2022/2023.)

**IMPORTANT NOTES:**

1. The financial year for HKICS runs from 1 July to 30 June each year.
2. From 1 July 2022 onwards, studentship renewal notice will be issued to all students on 1 July with a payment deadline fall on 30 September each year.
3. For students whose studentship will be expired between April and June 2022, they are required to pay a pro-rated renewal fee for year 2021/2022 together with the renewal fee for the following year 2022/2023. Upon successful renewal, their studentship expiry dates will fall on 30 June 2023. Please note that the fee structure for year 2022/2023 will be subject to the Council's review.
4. All students must settle renewal fee annually to maintain their studentship in order to enjoy the services and benefits offered by HKICS. Failure to pay the renewal fee will result in removal from the student register.
5. All fees paid for the studentship renewal are non-refundable or non-transferable.