

## Issuance of Tuition Fee Debit Notes for 2023/24 Semester 1 (for UG new students only)

Dear Students,

Please be informed that the **electronic** Tuition Fee Debit Note for UG new students has been issued to your BUniPort student account. The University **WILL NOT** send hard copy of debit note to you. You are required to print out the Debit Note through the BUniPort (“My Finance” > “Print Debit Note”) and settle the fee on or before its due date of **11 October 2023 (Wednesday)**. Please ensure your settlement of the debit note on or before the payment due date, otherwise a **penalty of \$300 will be levied**.

### **Payment Methods**

Please refer to the following pages or [Payment methods](#) on how to settle tuition fee. Please make necessary arrangements in advance to ensure that your payment is received by the University on or before the due date. Please be reminded that there is a time lag between payment and bank data transmission to the University. Your payment will only be reached after 3 business days (for local payment) or 7 business days (for overseas payment).

### **Payment Deferral**

**Only** students awaiting the results of the Government Grant/Loan, NLSFT or ENLS Loan are eligible to apply deferral of tuition fee payment. Please note NO deferral of payment will be granted merely on the grounds that students being at overseas (including Mainland China). For details, please refer to the [“Notes for Application of Deferral of Tuition Fee Payment”](#).

For eligible students, please be reminded that your application for deferral must be lodged in BUniPort before the payment due date. Otherwise your request for deferral would not be approved and you may be charged with an overdue penalty if no payment is received by the payment due date.

### **Update Bank Account Information in BUniPort**

Students are advised to update their **HKD savings or current account with Hong Kong authorised bank institutions** in BUniPort for future disbursement including scholarship, bursary, refund of overpayment of fees and other miscellaneous payments. Otherwise, the disbursement will not be processed or significant delay in processing is unavoidable. For details please click on the following [demonstration](#) or [instruction](#).

Should you have any queries on the above, please click our [Frequency Asked Questions](#) or contact the Finance Office via email at [fostudent@hkbu.edu.hk](mailto:fostudent@hkbu.edu.hk) or at 3411-2266 (24-hour Student Enquiry Hotline).

Finance Office

26 September 2023

**Important Notice**

Please be reminded that only the below listed Payment Methods are the authorised payment channels under the University. You are strongly advised to use these Payment Methods and follow below instructions when making payments to the University. Otherwise, you may need to bear the risks that the payment data or tracking is lost during the payment transfer so that the University do not receive your payment on time or unsuccessfully. The University reserves the right to issue penalty charges and claim any outstanding fee balance in such cases.

**Payment Methods to Settle Your Student Account Balance**

Local payment methods	
1.	Credit Card Bill Payment (Restricted to Hong Kong issued credit cards only)
2.	ATM Bill Payment (DO NOT use “Fund/Account Transfer” for fee settlement)
3.	PPS Bill Payment
4.	Internet Banking Bill Payment (Deduct from Savings/Current Account)
5.	Cash/Cheque Payment at Hang Seng Bank Counter
Overseas payment methods	
6.	Flywire
7.	HKD Bank Draft
8.	Telegraphic Transfer

Notes:	
For methods (1) – (6):	You must quote your <b>14-digit (for tuition fee) or 13-digit (for hall fee) debit note number</b> for payment processing in order for the University to identify/match your payment.
For methods (7) – (8):	You must quote your <b>8-digit student number</b> for payment processing in order for the University to identify/match your payment.

## Local Payment Methods

### 1. Credit Card Bill Payment (Restricted to Hong Kong issued credit cards only)

If you are a registered e-banking user of the following banks, you can make payment through Bill Payment Service on the participating banks' e-banking platform/website:

Bank Name	Bank Website	Bank Hotline
Bank of China (Hong Kong) Limited	<a href="http://www.bochk.com">www.bochk.com</a>	2853 8828
Bank of Communications Co., Ltd	<a href="http://www.hk.bankcomm.com">www.hk.bankcomm.com</a>	2239 5559
China CITIC Bank International Ltd	<a href="http://www.cncbinternational.com">www.cncbinternational.com</a>	2280 1288
China Construction Bank (Asia) Corp Ltd	<a href="http://www.asia.ccb.com">www.asia.ccb.com</a>	2779 5533
Chong Hing Bank Ltd	<a href="http://www.chbank.com">www.chbank.com</a>	3768 6888
Citibank (Hong Kong) Ltd	<a href="http://www.citibank.com.hk">www.citibank.com.hk</a>	2860 0333
CMB Wing Lung Bank	<a href="http://www.cmbwinglungbank.com">www.cmbwinglungbank.com</a>	2309 5555
Dah Sing Bank Ltd	<a href="http://www.dahsing.com">www.dahsing.com</a>	2828 8000
DBS Bank (Hong Kong) Ltd	<a href="http://www.dbs.com/hk">www.dbs.com/hk</a>	2290 8888
Fubon Bank (Hong Kong) Ltd	<a href="http://www.fubonbank.com.hk">www.fubonbank.com.hk</a>	2566 8181
Hang Seng Bank Ltd	<a href="http://www.hangseng.com">www.hangseng.com</a>	2822 0228
The Hong Kong and Shanghai Banking Corporation Limited	<a href="http://www.hsbc.com.hk">www.hsbc.com.hk</a>	2233 3000
Industrial and Commercial Bank of China (Asia) Ltd	<a href="http://www.icbcasia.com">www.icbcasia.com</a>	2189 5588
Nanyang Commercial Bank Ltd	<a href="http://www.ncb.com.hk">www.ncb.com.hk</a>	2815 3333
OCBC Wing Hang Bank Limited	<a href="http://www.ocbcwhhk.com">www.ocbcwhhk.com</a>	2815 1123
Shanghai Commercial Bank Ltd	<a href="http://www.shacombank.com.hk">www.shacombank.com.hk</a>	2818 0282
Standard Chartered Bank (Hong Kong) Ltd	<a href="http://www.sc.com/hk">www.sc.com/hk</a>	2886 8868
The Bank of East Asia Ltd	<a href="http://www.hkbea.com">www.hkbea.com</a>	2211 1321

Steps for Credit Card Bill Payment
1. Choose "Bill Payment".
2. Choose "Education Institutions".
3. Choose "Hong Kong Baptist University".
4. Key in the Debit Note Number as Bill/Account no., bill type "01" for tuition fee; bill type "02" for hostel fee and the exact amount as indicated in the debit note (please note that <b>partial payment is strictly disallowed</b> ).
5. Please print out the receipt as evidence of payment.

Note: **DO NOT use "Fund/Account Transfer"** when settling your fee as your payment would not be identified by our system. You would be asked to produce document proof of your payment by email to [fostudent@hkbu.edu.hk](mailto:fostudent@hkbu.edu.hk) for payment identification which may delay the settlement process.

## 2. ATM Bill Payment (**DO NOT use “Fund/Account Transfer” for fee settlement**)

If you are an ATM cardholder of HSBC, Hang Seng Bank or JETCO group, you can settle the fees at any ATMs with the sign “Bill Payment Service” or “Jet Payment” as follows:

Steps for ATM Bill Payment	
HSBC/Hang Seng Bank “Bill Payment Service”	JETCO “JET Payment Service”
1. Choose “Bill Payment”.	1. Choose “Bill Payment”.
2. Choose “Education – Universities”.	2. Choose “Education”.
3. Choose “Hong Kong Baptist University”.	3. Choose “Hong Kong Baptist University”.
4. Key in the Debit Note Number as Bill/Account no., bill type “01” for tuition fee; bill type “02” for hostel fee and the exact amount as indicated in the debit note. Please note that <b>partial payment is strictly disallowed</b> .	
5. Collect and retain customer advices as proof of payment.	

## 3. PPS Bill Payment

If you are a registered PPS user, please dial “18011” (English) or “18013” (Cantonese) to register your bill\* or visit the website [www.ppschk.com](http://www.ppschk.com) for online payment. If you are not a registered user of PPS, you may set up your PPS account and password via the PPS registration terminal outside at Level 1, Academic and Administration Building (in front of Security Control Room), Baptist University Road Campus.

Steps for PPS Bill Payment
1. Dial “18031” (English) or “18033” (Cantonese) to make the payment.
2. Enter “9158” as Merchant Code for HKBU.
3. Key in the bill type as follows: “01” for tuition fee; bill type “02” for hostel fee.
4. Enter the “Debit Note Number” and the exact amount as indicated in the debit note. Please note that <b>partial payment is strictly disallowed</b> .
5. Please print out the receipt or payment reference number as evidence of payment.

If you have any queries regarding PPS payment, please call PPS Hotline at 2311-9876 for further assistance.

\* Please note that a new debit note number is generated when a new debit note is issued. You are required to register the new bill/debit note number every time you make payment through PPS.

#### 4. Internet Banking Bill Payment (Deduct from Savings/Current Account) **(DO NOT use “Fund/Account Transfer” for fee settlement)**

If you are a registered internet banking user of HSBC, Hang Seng Bank or JETCO, you can make online bill payment via any of the following websites:

Bank	Website Address	Bill Payment Service
Hang Seng Bank	<a href="http://www.hangseng.com">http://www.hangseng.com</a>	View and Pay Bills
HSBC	<a href="http://www.hsbc.com.hk">http://www.hsbc.com.hk</a>	View and Pay Bills
JETCO	<a href="http://www.jetco.com.hk">http://www.jetco.com.hk</a>	JET Payment

Steps for Internet Banking Bill Payment	
1.	Choose “JET Payment” or “Bill Payment”
2.	Choose “Education Institutions”
3.	Choose “Hong Kong Baptist University”
4.	Key in the Debit Note Number as Bill/Account no., bill type “01” for tuition fee; bill type “02” for hostel fee and the exact amount as indicated in the debit note (please note that <b>partial payment is strictly disallowed</b> )
5.	Please print out the receipt as evidence of payment

Note: Please **DO NOT use “Fund/Account Transfer”** when settling your fee as your payment would not be identified by our system. You would be asked to produce document proof of your payment by email to [fostudent@hkbu.edu.hk](mailto:fostudent@hkbu.edu.hk) for payment identification which may delay the settlement process.

#### 5. Cash/Cheque Payment at Hang Seng Bank Counter

Bring your debit note and make payment by Cash or Cheque at any branch of **Hang Seng Bank only**. Postdated cheques are not accepted. Cheque should be crossed and drawn in favor of “Hong Kong Baptist University”. **Please mark your Debit Note Number and contact number** at the back of the cheque and make sure the **Debit Note Number is clearly reflected on the bank pay-in slip** as your payment reference.

Please deposit to the below Hang Seng Bank account number:

Tuition Fee : 024-283-338366-003

Hostel Fee : 024-283-338366-013

Note: Please **DO NOT deposit the cash/cheque through the Hang Seng Bank’s Cash Deposit Machine, Express Cheque Machine or Cheque Drop-in box** as your payment would not be identified by our system. You would be asked to produce document proof of your payment by email to [fostudent@hkbu.edu.hk](mailto:fostudent@hkbu.edu.hk) for payment identification which may delay the settlement process.

## Overseas Payment Methods

### 6. Flywire

- a. To make cross-border payments through Flywire, payers can either  
(i) scan the QR code; OR (ii) click the below hyperlink:



<http://hkbu.flywire.com>

- b. With Flywire, payers can easily and securely make payments to HKBU any time anywhere in the world and with the following benefits:
- ✓ Pay from your country and in your home currency;
  - ✓ No bank fees or further charges;
  - ✓ Track your payment status with transparency from start to finish;
  - ✓ Access dedicated 24x7 multilingual customer support; and
  - ✓ Receive instant email and/or SMS notification or check at Flywire.com or Flywire's app.
- c. Depending on the payers' remitting country, Flywire currently offers multiple payment options as follows:
- ✓ ebanking;
  - ✓ Visa Card;
  - ✓ Master Card;
  - ✓ UnionPay;
  - ✓ American Express;
  - ✓ Alipay;
  - ✓ PayPal; and
  - ✓ WeChat Pay
- d. Although HKBU and Flywire do not charge a fee for this service, payers are reminded to **note the cost differences in their local currency under different payment options before confirming a payment.**
- e. For more information about Flywire, please refer to the following Payer Guide and Introductory Video:
- ✓ Flywire Payer Guide (click [here](#))
  - ✓ Flywire Introductory Video (click [here](#))

### 7. HKD Bank Draft

The HKD bank draft should be made payable to “**Hong Kong Baptist University**”. Please mark your [student number](#) and [student name](#) at the back of the bank draft and send it to the following address at least 5 working days before the payment due date.

Hong Kong Baptist University- Finance Office (Student Team)  
Tsuen Wan Campus - Room 203  
Riviera Gardens, No. 2-12 Yi Lok Street,  
Tsuen Wan,  
New Territories,  
Hong Kong

## 8. Telegraphic Transfer (TT)

International students are strongly encouraged to remit payments through Flywire, which offers the benefits of real time payment tracking without any additional admin fee.

You may make payment through Telegraphic Transfer with the following information. To avoid late penalty payment, you are advised to arrange your Telegraphic Transfer payment at least 5 working days before payment due date. Please be reminded to transfer an **additional HKD300 as non-refundable administrative charge #** for payments via Telegraphic Transfer, in addition to your charged fee.

Beneficiary Name:	Hong Kong Baptist University
Beneficiary Account No:	024-283-338366-012
Beneficiary Bank:	Hang Seng Bank Limited
Beneficiary Bank Address:	224 Waterloo Road, Kowloon Tong, Hong Kong, Hong Kong Baptist University Branch
SWIFT Code:	HASEHKHH
Payment Details:	<a href="#">Student number</a> and <a href="#">Student name</a>
Payment amount (in HKD):	Tuition/Hall/Admission Confirmation Fee + <b>HKD300(administrative charge)#</b>

[[Sample of TT form](#) <[Click here](#)>]

Please send the bank confirmation of the Telegraphic Transfer to the Finance Office by email to [fostudent@hkbu.edu.hk](mailto:fostudent@hkbu.edu.hk) as soon as possible.