

Issuance of Tuition Fee Debit Notes for 2023/24 Semester 2 (except RPg students)

Please be informed that the **electronic** Tuition Fee Debit Note for 2023/24 Semester 2 will be issued to your BUniPort student account soon. 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 **13 December 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 [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 or at 3411-2266 (24-hour Student Enquiry Hotline).

Finance Office
23 November 2023