

**Diploma of College Foundation Studies
Tuition Fee Payment Instruction**

Payment Methods

You may pay the tuition fee by one of the following methods:

1. Payment by Credit Card

If you are a registered e-banking user of the following banks, you can make payment by credit card through their websites:

Bank Name	Bank Website	Bank Hotline No.
Bank of China	www.boci.com.hk	2853 8828
China Construction Bank (Asia) Corporation Ltd	www.asia.ccb.com	2779 5533
Citibank	www.citibank.com.hk	2860 0333
The Bank of East Asia Ltd	www.hkbea-cyberbanking.com	2211 1321
Standard Chartered Bank (Hong Kong) Ltd	www.standardchartered.com.hk	2886 8868
China CITIC Bank International Ltd	www.cncbinternational.com	2280 1288
Dah Sing Bank	www.dahsing.com	2828 8000
DBS Bank (Hong Kong) Ltd	www.dbs.com/hk	2290 8888
Hang Seng Bank	www.hangseng.com	2822 0228
HSBC	www.hsbc.com.hk	2748 3322
Industrial and Commercial Bank of China (Asia) Ltd	www.icbcasia.com	2189 5588
Shanghai Commercial Bank Ltd	www.shacombank.com.hk	2818 0282
Wing Lung Bank	www.winglungbank.com	2952 6666
Fubon Bank	www.fubonbank.com.hk	2566 8181
Chong Hing Bank	www.chbank.com	3768 6888
Bank of Communications	www.bank.comm.com.hk	2269 9699

Steps for Bill Payment by Credit Card
i. Choose "Bill Payment"
ii. Choose "Education Institution"
iii. Choose "Hong Kong Baptist University"
iv. Key in the Debit Note Number as Bill/Account no., bill type "06" for SCE tuition fee and the exact amount to be paid as indicated in the debit note (please note that partial payment is strictly disallowed)
v. Please print out the receipt as evidence of payment

2. Payment by PPS

Tuition fees can be settled via Payment by Phone Service (PPS). Simply call PPS Hotline at 18031 (English) / 18033 (Cantonese) or access "PPS on Internet" at www.ppshk.com by transferring funds from any designated bank account in Hong Kong. Choose bill type "04" for Tuition Fee and key in the 15-digit debit note number. **Merchant Code 9158**. Please note that partial payment is strictly disallowed.

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 number every time before making payment through PPS.

3. ATM Payment Services

If you are an ATM cardholder of HSBC, Hang Seng Bank or JETCO group, you can make payment at any ATM with the sign "Bill Payment Services" or "Jet Payment".

Please DO NOT use "Fund Transfer" when settling your fee at the ATM as your payment would not be identified by our system.

Steps for ATM Payment Services	
HSBC/Hang Seng Bank ATM Machine	JETCO ATM Machine
i. Choose "Bill Payment"	i. Choose "Bill Payment"
ii. Choose "Education – Universities"	ii. Choose "Education"
iii. Choose "Hong Kong Baptist University"	iii. Choose "Hong Kong Baptist University"
iv. Key in the debit note number as Bill/Account no., bill type "06" for SCE Tuition Fee and the exact amount to be paid as indicated in the debit note (please note that partial payment is strictly disallowed)	
5. Collect and retain customer advices as proof of payment	

4. Internet Payment Services

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

- HSBC – <http://www.hsbc.com.hk>
- Hang Seng Bank – <http://www.hangseng.com/e-Banking>
- JETCO – <http://jetpayment.com.hk>

Steps for Internet Payment Services	
i. Choose "JET Payment" or "Bill Payment"	
ii. Choose "Education Institution"	
iii. Choose "Hong Kong Baptist University"	
iv. Key in the Debit Note Number as Bill/Account no., bill type "06" for SCE tuition fee and the exact amount to be paid as indicated in the debit note (please note that partial payment is strictly disallowed)	
v. Please print out the receipt as evidence of payment	

Payment made via the electronic payment channels before mid-night of the due date will be regarded as payment on the following bank working day and late penalty would therefore be imposed. Please return the payment receipt to us email to scedcfs@hkbu.edu.hk or by fax to 3411-5484.

Please note that settled tuition fee is non-refundable and non-transferrable.