

HONG KONG BAPTIST UNIVERSITY
SCHOOL OF CONTINUING EDUCATION
Application Fee payment Instructions

1. Payment by credit cards

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

Bank Name	Bank Website	Bank Hotline No.
Bank of China	www.boci.com.hk	2853 8828
Citibank	www.citibank.com.hk	2860 0333
CITIC Ka Wah Bank	www.ckw-ibanking.com	2287 6767 / 2280 1288
Dah Sing Bank	www.dahsing.com	2828 8000
DBS Bank (Hong Kong) Ltd	www.dbs.com/hk	2290 8888
Bank of East Asia Ltd	www.hkbea-cyberbanking.com	2211 1321
Hang Seng Bank	www.hangseng.com	2822 0228
HSBC	www.hsbc.com.hk	2748 3322
Mevas Bank	www.mevas.com.hk	3101 3838
Shanghai Commercial Bank Ltd	www.shacombank.com.hk	2818 0282
Wing Lung Bank	www.winglungbank.com	2952 6666

Steps for Payment by Credit Card	
1.	Choose “Bill Payment”
2.	Choose “Education Institution”
3.	Choose “Hong Kong Baptist University”
4.	Choose Bill Type “SCE Application Fee”
5.	Key in the 8-digit Bill Account Number: _ _ _ _ _ _ _ _ , the first 4 digits should be the Course Reference Code (please refer to the NOTE for the appropriate code), the remaining 4 digits should be the applicant’s HKID number’s first 4 numerical digit. Please refer to the EXAMPLE for the 8-digit Bill Account Number. Please pay the exact amount. Partial payment is strictly disallowed.
6.	Please print out and attach the acknowledgement notice to the application form as proof of payment. You are reminded to keep a copy of the notice for record as no other receipt will be issued

2. Payment by ATM

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

Steps for ATM Payment Services	
HSBC/Hang Seng Bank ATM Machine	JETCO ATM Machine
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. Choose Bill Type “07”	
5.	Key in the 8-digit Bill Account Number: _ _ _ _ _ _ _ _ , the first 4 digits should be the Course Reference Code (please refer to the NOTE for the appropriate code), the remaining 4 digits should be the applicant’s HKID number’s first 4 numerical digit. Please refer to the EXAMPLE for the 8-digit Bill Account Number. Please pay the exact amount. Partial payment is strictly disallowed.
6.	Please print out and attach the customer advice to the application form as proof of payment. You are reminded to keep a copy of advice for record as no other receipt will be issued

3. Internet Banking Services (Deduct from Savings / Current Account)

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

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

Steps for Internet Banking Services	
1.	Choose “JET Payment” or “Bill Payment”
2.	Choose “Education Institution”
3.	Choose “Hong Kong Baptist University”
4.	Choose Bill Type “07”
5.	Key in the 8-digit Bill Account Number: _ _ _ _ _ _ _ _, the first 4 digits should be the Course Reference Code (please refer to the NOTE for the appropriate code), the remaining 4 digits should be the applicant’s HKID number’s first 4 numerical digit. Please refer to the EXAMPLE for the 8-digit Bill Account Number. Please pay the exact amount. Partial payment is strictly disallowed.
6.	Please print out and attach the acknowledgement notice to the application form as proof of payment. You are reminded to keep a copy of the notice for record as no other receipt will be issued

4. Payment by Cheque

Application fee can be paid by cheque, either by mail or in-person. Cheques should be made payable to “HONG KONG BAPTIST UNIVERSITY”. Please mark the student name and contact number at the back of the cheque. Postdated cheques are not accepted.

NOTE

Programme Name	Course Reference Code
Postgraduate Programme	
Master of Nursing (Clinical Leadership)	3042
Master of Primary Health Care	3167

EXAMPLE for entering the 8-digit Bill Account Number

If you apply for “**Master of Nursing (Clinical Leadership)**” programme, the 8-digit Bill Account Number is:

Master of Nursing (Clinical Leadership) Course Reference Code:	HKID Number:		8-digit Bill Account Number:
3042	A123456(7) or XE678910(1)	<i>please input</i>	3042 1 2 3 4 3042 6 7 8 9

If you apply for “**Master of Primary Health Care**” programme, the 8-digit Bill Account Number is:

Master of Nursing (Clinical Leadership) Course Reference Code:	HKID Number:		8-digit Bill Account Number:
3167	A123456(7) or XE678910(1)	<i>please input</i>	3167 1 2 3 4 3167 6 7 8 9