

## Advanced Diploma in Business Programmes Tuition Fee Payment Instructions

The payment can be settled by one of the following methods:

### 1. Payment by credit cards

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. |
|---|--|------------------|
| AEON Credit Service ( Asia) Co., Ltd    | <a href="http://www.aeon.com.hk">www.aeon.com.hk</a>                           | 2895 6262        |
| Bank of China                           | <a href="http://www.boci.com.hk">www.boci.com.hk</a>                           | 2853 8828        |
| Bank of Communications                  | <a href="http://www.bank.comm.com.hk">www.bank.comm.com.hk</a>                 | 2269 9699        |
| Chong Hing Bank                         | <a href="http://www.chbank.com">www.chbank.com</a>                             | 3768 6888        |
| Citibank                                | <a href="http://www.citibank.com.hk">www.citibank.com.hk</a>                   | 2860 0333        |
| CITIC Bank International Ltd            | <a href="http://www.citicbankintl.com">www.citicbankintl.com</a>               | 2280 1288        |
| Dah Sing Bank                           | <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                              | <a href="http://www.fubonbank.com.hk">www.fubonbank.com.hk</a>                 | 2566 8181        |
| Hang Seng Bank                          | <a href="http://www.hangseng.com">www.hangseng.com</a>                         | 2822 0228        |
| HSBC                                    | <a href="http://www.hsbc.com.hk">www.hsbc.com.hk</a>                           | 2748 3322        |
| Mevas Bank                              | <a href="http://www.mevas.com.hk">www.mevas.com.hk</a>                         | 3101 3838        |
| 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.standardchartered.com.hk">www.standardchartered.com.hk</a> | 2886 8868        |
| The Bank of East Asia Ltd               | <a href="http://www.hkbea-cyberbanking.com">www.hkbea-cyberbanking.com</a>     | 2211 1321        |
| Wing Lung Bank                          | <a href="http://www.winglungbank.com">www.winglungbank.com</a>                 | 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-Tuition Fee". **Partial payment is strictly disallowed.**
5. Key in the 15-digit debit note number and pay the exact amount as indicated in the debit note.
6. Please print out the receipt as evidence of payment

## 2. Payment by Phone Service (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.ppschk.com](http://www.ppschk.com) by transferring funds from any designated bank account in Hong Kong. Choose bill types "04" for SCE Tuition Fee. **Merchant Code 9158. Please print the receipt for internet payment evidence.**

### **Steps for Payment by PPS**

1. Call 18033 for payment and key in PPS merchant code – "9158"
2. Choose bill type "4" for "Tuition Fee"
3. Key in the 15-digit debit note number
4. Pay the exact amount as indicated in the debit note. **Partial payment is strictly disallowed.**
5. Mark the reference number as record

## 3. 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:

| <b><u>Steps for ATM Payment Services</u></b>  |  |
|---|--|
| <b>HSBC/Hang Seng Bank ATM Machine</b>  | <b>JETCO ATM Machine</b>                 |
| 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 "06" for SCE Tuition Fee.   |  |
| 5. Key in the 15-digit debit note number and pay the exact amount as indicated in the debit note.<br><b>Partial payment is strictly disallowed.</b> |  |
| 6. Collect and retain customer advices as proof of payment  |  |

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

## 4. Internet Payment 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 Payment Services**

1. Choose "JET Payment" or "Bill Payment"
2. Choose "Education Institution"
3. Choose "Hong Kong Baptist University"
4. Choose bill type "06" for SCE Tuition Fee.
5. Key in the 15-digit debit note number and pay the exact amount as indicated in the debit note.
6. Please print out the receipt as evidence of payment

## 5. Cash Payment

Payment by Cash at any branch of **Hang Seng Bank** only. Account Name: **HONG KONG BAPTIST UNIVERSITY**, Account Number: **283-338366-005**. Please make sure the Debit Note Number is reflected on the bank pay-in-slip as your payment reference.

## 6. Cheque

Crossed cheque should be payable to “**HONG KONG BAPTIST UNIVERSITY**”. Please mark your name , student ID number , Debit Note Number and contact number at the back of the cheque and attach with the debit note and mail it to Advanced Diploma Programme, CPED, 2/F Franki Centre, 320 Junction Road, Kowloon Tong, and state on the envelope the name of programme. Postdated cheques are not accepted.

### IMPORTANT NOTE

Payment made via the electronic payment channels before mid-night of the due date will be regarded as payment **on time**. Students should contact the relevant programme staff for further arrangement for all **overdue tuition payments**.

**The Receipt/Payment Evidence** with your full name & student no. should be submitted by the deadline:

- via FAX to (852) 3411 1997

**An official receipt will be issued to you later.**

For lose/misplacement of official receipt, you should submit the ‘Application for Certification Letter for Tuition Fee’ form and pay a handling fee for the issue of a certification letter for tuition payment.