Payment Instructions

By using bank machines in Hong Kong:

A) **Through Automatic Teller Machine (ATM)**

ATM cardholder may settle the invoice through the following types of ATM:

a. **JETCO ATM with 'JET Payment Service' logo**

b. **HSBC/Hang Seng Bank ATM with 'Bill Payment Service' logo**

- Select 'Bill Payment'; 'Education' then 'The University of Hong Kong'.
- Enter the Bill Type & 14-digit Bill Account No. as indicated in the invoice**.
- Key in the settlement amount.
- Please retain the ATM transaction advice as your proof of payment.

B) **Through HSBC Cheque Deposit Machine (CQM)**

1. Draw a **Crossed Cheque** payable to 'The University of Hong Kong' with your Name and University No. (10 digits) written at the back of the cheque. **(Post-dated cheque is not acceptable)**

2. Deposit the cheque at any Cheque Deposit Machine of HSBC

- Select 'Bill Payment', 'Education', 'The University of Hong Kong' and then the appropriate 'Bill Type' of Composition/Continuation Fees, Hall Fees, Loan Fund Repayment or Other Fees.
- Key in the cheque deposit amount.
- Enter the 14-digit Bill Account No. as indicated in the invoice**.
- Insert the cheque into cheque insertion slot of the machine.
- Please retain the transaction advice from CQM as your proof of payment.

  [For detailed machine operation procedures, please refer to the label stuck on the CQM.]

By Telephone/Internet Payment:

C) **Payment via internet banking**

Please DO NOT use the 'account transfer' function for payment.

Internet banking user of HSBC Bank, Hang Seng Bank, Bank of East Asia (BEA) or JETCO member banks may visit the following websites and pay via the **bill payment service** on or before the due date:

Bank	Website address
HSBC	www.hsbc.com.hk
Hang Seng Bank	www.hangseng.com
BEA	www.hkbea.com
Other banks under JETCO	Please refer to the internet banking website of the bank that you have opened an account with.

- Please select 'The University of Hong Kong' as merchant for payment.
- Enter the Bill Type & 14-digit Bill Account No. as indicated in the invoice**.
- Enter the settlement amount.
- Please print a copy of the bank payment reference number (after confirmation) as your proof of payment.

D) **Through Payment by Phone Service (PPS)**

If you are a registered PPS user, dial 18031 (English) or 18033 (Cantonese) or visit the website www.ppshk.com for payment:

- Enter HKU (PPS) merchant code '9111'.
- Enter the Bill Type as below:

  '01' Composition Fee
  '03' Hall Fee
  '05' Student Loan Repayment
  '06' Other Fees

- Enter the 14-digit Bill Account No. as indicated in the invoice**.
- Enter the settlement amount.
- Payment via PPS website is recommended as you can print a copy of the PPS payment reference number (after confirmation) as your proof of payment.

繳費辦法

使用香港銀行自動服務機:

A) **透過「自動櫃員機」交費**

提款卡持有者可到以下自動櫃員機繳付賬單:

a. 貼有「繳費易」標誌之「銀通」自動櫃員機

b. 貼有「繳費通」標誌之「匯豐」或「恒生」銀行自動櫃員機

- 請按以下次序選擇收款機構：「繳費」、「專上學院」、「香港大學」。
- 請輸入賬單所示之賬單類別及14位數字賬單戶口號碼**。
- 請輸入繳費金額。
- 閣下須保留自動櫃員機之付款收據作為閣下之繳費證明。

B) **透過匯豐「入票易」存票機交費**

1. 支票須寫明支付「香港大學」並加劃線，期票將不予接納。 請於支票背面寫上閣下之姓名和學生編號 (十位數字) 。

2. 閣下可透過「匯豐」銀行「入票易」存票機存入劃線支票以繳付賬單。

- 請選擇「繳付賬單」、「教育學府」、「香港大學」及適當的賬單類別，例如學費/延讀費，住宿費，貸款還款或其他賬單。
- 請輸入支票金額。
- 請輸入賬單所示之14位數字賬單戶口號碼**。
- 請將支票平放入存票機之入票處。
- 閣下須保留由「入票易」存票機所發出之付款收據作為閣下之繳費證明。

  [詳細入票程序，請參照貼於「入票易」存票機上之標籤。]

電話或網上繳費:

C) **網上理財交費**

請勿使用轉賬過戶服務繳付賬單。

匯豐銀行、恒生銀行、東亞銀行或銀通成員銀行之網上銀行用戶可於限期前透過以下各銀行網址所提供之繳費服務進行繳費:

銀行名稱	網址
匯豐銀行	www.hsbc.com.hk
恒生銀行	www.hangseng.com
東亞銀行	www.hkbea.com
其他銀通成員銀行	請參照與閣下銀行戶口相關的銀行網址

- 請選擇「香港大學」作為收款商戶。
- 請輸入賬單所示之賬單類別及14位數字賬單戶口號碼**。
- 請輸入繳費金額。
- 請打印一份已被確認之「網上交易編號」作為閣下之繳費證明。

D) **透過「繳費靈」交費**

若閣下為「繳費靈」登記用戶，可致電18031(英語) 或18033(粵語) 或瀏覽「繳費靈」網址 www.ppshk.com 進行繳費:

- 請輸入香港大學「繳費靈」商戶編號 '9111'.
- 請輸入以下之賬單類別:

  '01' 學費
  '03' 住宿費
  '05' 貸款還款
  '06' 其他收費

- 請輸入賬單所示之14位數字賬單戶口號碼**。
- 請輸入繳費金額。
- 為閣下可打印一份已被確認之「網上交易編號」作為閣下之繳費證明，建議使用「繳費靈」網址進行繳費。

For payment to be made outside Hong Kong:

E) HKD Bank Draft

HKD Bank draft should be drawn on any bank in Hong Kong and made payable to 'The University of Hong Kong'. Please write your Student Name, 14-digit Bill Account No. as indicated in the invoice** and nature of payment at the back of the bank draft and send it to 'Student Section, Finance and Enterprises Office, The University of Hong Kong, 1/F, Knowles Building, Pokfulam Road, Hong Kong'. Please retain a photocopy of the bank draft for your own record.

F) Wire Transfer

The detailed information for arrangement of payment via wire transfer is given below:

Account Name:	The University of Hong Kong
Account's address:	Pokfulam Road, Hong Kong
Account Number:	▮▮▮▮▮▮▮
Banker's Name:	The Hong Kong & Shanghai Banking Corporation Ltd. Hong Kong
Banker's Address:	HSBC Main Building, 1 Queen's Road Central, Hong Kong
SWIFT Code:	HSBCHKHHHKH
(IBAN code is NOT required)	

Please quote the 14-digit Bill Account No. as indicated in the invoice** and your Student Name in the 'Remittance Information' section of the bank wire transfer application form.

All bank charges including those incurred outside the student's home country would be absorbed by the remitter or sender. After deducting all the bank charges, the net payment amount must be equal to the invoice amount. Your Student Name and 14-digit Bill Account No. must be clearly written on the wire transfer receipt. Please send a copy of the bank confirmation of wire transfer application to the Finance and Enterprises Office's email address: ▮▮▮▮▮▮▮ as soon as possible.

By Mobile Payment Apps:

G) Through Payment by WeChat Pay or WeChat Pay HK, Alipay or AlipayHK

If you are a registered user of WeChat Pay or WeChat Pay HK, Alipay or AlipayHK, you can scan the following QR Code in the Mobile App to make payment:

- Select the Bill Type as below:

  '01' Composition Fee
  '03' Hall Fee
  '05' Student Loan Repayment
  '06' Other Fees

- Enter the 14-digit Bill Account No. as indicated in the invoice**.
- Enter the settlement amount.

H) Through Faster Payment System (FPS)

If you are a registered FPS user and HKU active student, please follow the system navigation path below to settle the outstanding charges in your student account:

- Login HKU Portal > SIS Menu > Financial Services > FPS Payment

Please print a copy of the bank payment reference number (after confirmation) as your proof of payment.

Note:

If for some special/justifiable reasons that you cannot use any one of the above-mentioned payment methods, you may make payment to HKU bank account no. '015-▮▮▮▮▮▮' through the Bank of East Asia (BEA) counter service by cash or crossed cheque payable to 'The University of Hong Kong'. After the completion of the payment transaction, please ensure that the '14-digit Bill Account No.' as indicated in HKU invoices** has correctly been input by the bank teller as printed on the bank pay-in slip.

If you have any problem after payment, please send email to ▮▮▮▮▮▮▮ with copy of payment proof or relevant screenshots of Internet/Mobile App payment, where appropriate, and details of your problem encountered.

** **Except for Student Loan Repayment, the 14-digit Bill Account No. is equal to your University No. with a suffix of '9999' as indicated in the invoice.**

在香港以外地區付款:

E) 港幣銀行匯票

匯票必須可在香港任何一家銀行兌現，並以「The University of Hong Kong」或「香港大學」為收款人。請在銀行匯票背面寫上閣下之姓名、賬單所示之14位數字賬單口號碼**及付款性質，並寄送至香港大學財務及企業管理處學生事務組(地址: 香港薄扶林道鈕魯詩樓1樓)。請保留匯票複印本作為閣下之繳費證明。

F) 電匯

以電匯方式付款之安排細節如下:

收款人銀行戶口名稱 :	The University of Hong Kong
收款人地址 :	香港薄扶林道
收款人銀行戶口號碼 :	▮▮▮▮▮▮▮
收款人銀行名稱 :	香港上海匯豐銀行有限公司
銀行地址 :	香港中環皇后大道中1號匯豐銀行大廈
銀行國際代碼 :	HSBCHKHHHKH
(IBAN 賬戶號碼不適用)	

請在銀行電匯申請書內之「匯款附言」一欄註明賬單所示14位數字賬單戶口號碼**及閣下之姓名。

所有銀行費用，包括學生在其國家以外所產生之付款相關銀行費用，將由匯款人或付款人承擔。因此匯款金額扣除所有銀行費用後，必須等同全數賬單付款金額。閣下必須在電匯交易收據上清楚註明學生姓名及14位數字賬單戶口號碼。請在付費後儘快把收據副本發送電郵至香港大學財務及企業管理處學生事務組之電郵地址: ▮▮▮▮▮▮▮。

手機應用程式繳費:

G) 透過「微信支付或微信支付香港、支付寶或支付寶香港」交費

若閣下已登記為「微信支付」或「微信支付香港」，「支付寶」或「支付寶香港」用戶，可使用手機應用程式內之掃一掃功能，掃描以下二維碼進行繳費:

- 請選擇以下之賬單類別:

  '01' 學費
  '03' 住宿費
  '05' 貸款還款
  '06' 其他收費

- 請輸入賬單所示之14位數字賬單戶口號碼**。
- 請輸入繳費金額。

H) 透過「轉數快」交費

若閣下為「轉數快」登記用戶及香港大學的在學學生，可使用以下引導路徑支付閣下學生帳戶內的未繳費用:

- Login HKU Portal > SIS Menu > Financial Services > FPS Payment

請打印一份已被確認之「轉數快交易編號」作為閣下之繳費證明。

注意:

如閣下有特別/合理原因不能使用上述任何一種繳費方法，請使用東亞銀行分行之櫃檯服務以現金或支票繳費。賬戶名稱為「香港大學」及賬戶號碼為 ▮▮▮▮▮▮▮。付款後，請核對經銀行職員輸入而印在付款單上的14位數字之大學賬單戶口號碼**是否正確。

閣下如在繳費後遇上問題，請詳述問題之所在及附上付款收據副本或網上銀行/手機付款記錄截圖，以電郵發送至: ▮▮▮▮▮▮▮。

** 除貸款還款外，賬單所示之賬單戶口號碼一般為學生編號另後加代號'9999'(共十四位數字)。