

香港浸會大學 持續教育學院

付款方式及說明

說明

1. 請檢查繳費通知書上的資料，如有錯漏，請聯絡課程行政組。
2. 請於繳費通知書上所列的到期日前，以下列的支付方式繳付學費。
3. 每張繳費通知書均有一個獨立的繳費號碼，不能重覆使用。
4. 請保留收據作為繳費證明。
5. 所有已繳費用，恕不退還/轉讓。
6. 如有疑問，請聯絡課程行政組。

本地繳費方法

1. 以信用咭繳費(只適用於香港發行信用卡)

若你是以下任何一間銀行的網上客戶，你可以透過所屬銀行的網頁繳費：

銀行名稱	銀行網址	銀行熱線電話
中國銀行有限公司	www.bochk.com	2853 8828
交通銀行有限公司	www.hk.bankcomm.com	2239 5559
中信銀行(國際)有限公司	www.cncbinternational.com	2280 1288
中國建設銀行(亞洲)有限公司	www.asia.ccb.com	2779 5533
創興銀行有限公司	www.chbank.com	3768 6888
花旗銀行有限公司	www.citibank.com.hk	2860 0333
招商永隆銀行有限公司	www.cmbwinglungbank.com	2309 5555
大新銀行有限公司	www.dahsing.com	2828 8000
星展銀行有限公司	www.dbs.com/hk	2290 8888
富邦銀行有限公司	www.fubonbank.com.hk	2566 8181
恒生銀行有限公司	www.hangseng.com	2822 0228
香港上海滙豐銀行有限公司	www.hsb.com.hk	2233 3000
中國工商銀行(亞洲)有限公司	www.icbcasia.com	2189 5588
南洋商業銀行有限公司	www.ncb.com.hk	2815 3333
華僑銀行(香港)	www.ocbc.com.hk	2815 9919
上海商業銀行有限公司	www.shacombank.com.hk	2818 0282
渣打銀行有限公司	www.sc.com/hk	2886 8868
東亞銀行有限公司	www.hkbea.com	2211 1321

信用咭繳費程序

1. 選擇「繳付賬單」
2. 選擇「教育機構」
3. 選擇「香港浸會大學」
4. 於賬單戶口號碼內輸入 15 位數字繳費通知書號碼，再輸入賬單類別和金額
賬單類別：「持續教育學院學費及雜費」
(請注意：所繳付金額必須為繳費通知書上之全數金額)
5. 儲存收據作為繳費證明

注意：請勿以「轉賬」方式繳費，因為你將無法輸入繳費通知書號碼以致學院無法核對你繳納的款項。

2. 以網上銀行繳費(由儲蓄或支票戶口扣除有關款項)

若你是滙豐銀行、恒生銀行或銀通集團銀行的登記用戶，你可以透過以下的網頁繳費：

銀行	網頁	繳費服務
恒生銀行	http://www.hangseng.com	查看及繳費
滙豐銀行	http://www.hsb.com.hk	查看及繳費
銀通	http://www.jetco.com.hk	繳費易

網上銀行繳費程序	
1. 選擇「繳費易」或「繳付賬單」	
2. 選擇「教育機構」	
3. 選擇「香港浸會大學」	
4. 於賬單戶口號碼內輸入 15 位數字繳費通知書號碼，再輸入賬單類別和金額 賬單類別：「持續教育學院學費及雜費」 (請注意：所繳付金額必須為繳費通知書上之全數金額)	
5. 儲存收據作為繳費證明	

注意：請勿以「轉賬」方式繳費，因為你將無法輸入繳費通知書號碼以致學院無法核對你繳納的款項。

3. 以銀行自動櫃員機繳費 (請勿以「轉賬」方式繳交學費)

若你持有匯豐銀行、恒生銀行或銀通集團銀行之提款咭，你可於任何貼有「繳費服務」或「繳費易」標誌的銀行自動櫃員機繳費：

自動櫃員機繳費程序	
匯豐銀行/恒生銀行「繳費服務」	銀通集團銀行「繳費易」服務
1. 選擇「繳費服務」	1. 選擇「繳費服務」
2. 選擇「教育 - 大學」	2. 選擇「教育」
3. 選擇「香港浸會大學」	
4. 於賬單戶口號碼內輸入 15 位數字繳費通知書號碼，再輸入賬單類別和金額 賬單類別：「持續教育學院學費及雜費」 (請注意：所繳付金額必須為繳費通知書上之全數金額)	
5. 列印及保留收據作為繳費證明	

注意：請勿以「轉賬」方式繳費，因為你將無法輸入繳費通知書號碼以致學院無法核對你繳納的款項。

4. 以繳費靈繳費

若你是繳費靈的登記用戶，請先撥“18011”(英語)或“18013”(廣東話)登記賬單*或透過繳費靈網站www.ppskh.com於網上繳費。未登記用戶需先利用繳費靈終端機登記成為用戶，終端機設置於浸會大學道校園教學及行政大樓地下(保安控制室對外)。

繳費靈繳費程序
1. 撥“18031”(英語)或“18033”(廣東話)繳付賬單
2. 輸入大學之商戶編號“9158”
3. 選擇「持續教育學院學費及雜費」
4. 輸入 15 位數字繳費通知書號碼，再輸入賬單類別和金額 (請注意：所繳付金額必須為繳費通知書上之全數金額)
5. 列印/儲存收據或繳費參考編號作為繳費證明

如你對使用繳費靈有任何疑問，可致電 2311-9876 查詢。

* 請注意：每張繳費通知書均有一個獨立的繳費通知書號碼。每次以繳費靈繳費前，必須重新登記最新的繳費通知書號碼。

5. 以現金或支票於恒生銀行櫃檯繳費

你可帶同繳費通知書在任何一間恒生銀行分行以現金或支票方式繳費。恕不接受期票。支票應劃線並以「香港浸會大學」為抬頭。請在支票背面寫上 15 位數字繳費通知書號碼及聯絡電話號碼。繳費後，請確保繳費通知書號碼已清楚及正確地列印在銀行入數紙上。

請存入以下恒生銀行帳號：024-283-338366-005

注意：請勿將現金或支票經恒生銀行的現金存款機、入票機或支票收集箱存入，因為學院將無法核對你繳納的款項。

香港境外繳費方法

6. 飛匯(香港境外繳費)

你可掃描以下二維碼或透過飛匯官網連結作境外付款。

- 6.1 請選擇「持續教育學院學費」(“SCE Tuition Fee”) 及輸入 15 位數字繳費通知書號碼繳交學費：



<http://hkbu.flywire.com>

- 6.2 通過飛匯，你可以快捷及安全地向香港浸會大學繳費，並享以下好處：
- ✓ 以你所在的國家或地區貨幣付款;
 - ✓ 沒有銀行或其他費用;
 - ✓ 可隨時隨地追蹤你的繳費進度;
 - ✓ 全天候多語言客服; 及
 - ✓ 可通過電子郵件、短訊、飛匯官網或飛匯應用程式，接收實時付款狀態更新。
- 6.3 根據你的匯款國家或地區，飛匯目前提供以下付款方法：
- (a) 當地貨幣銀行轉帳 (享有最佳價格保證);
 - (b) 網上銀行繳費;
 - (c) 信用卡;
 - (d) 萬事達信用卡;
 - (e) 銀聯;
 - (f) 美國運通卡;
 - (g) 支付寶;
 - (h) 微信支付;
 - (i) PayPal;
 - (j) 蘋果支付; 及
 - (k) Google Pay。
- 6.4 雖然香港浸會大學及飛匯並不因此項服務而收費，煩請在確認繳費前，留意因不同付款方式，所需支付的當地貨幣金額。
- 6.5 因飛匯處理程序需時最少一星期，為免延誤，請在繳款限空前最少五個工作天付款。付款後請保留付款收據以作記錄。
- 6.6 你亦可瀏覽以下網頁，得到更多關於飛匯的資訊：
- (a) 飛匯付款指南 ([按此](#))
 - (b) 飛匯線上說明 ([按此](#))

7. 電匯

我們建議你使用“飛匯”進行付款。不但可以隨時隨地追蹤您的繳費進度，同時亦免除電匯行政費及其他銀行費用。

如務必使用電匯方式繳交費用，請於學費到期日前至少 5 個工作天安排匯款及向銀行提供以下資料，並於匯款內附加港幣 300 元電匯行政費。

請攜繳費通知書並向銀行提供以下資料：	
賬戶名稱：	香港浸會大學
賬戶號碼：	024-283-338366-005
銀行名稱及地址：	恒生銀行有限公司 香港中環德輔道中 83 號
銀行代碼：	HASEHKHH

匯款附言：	學生姓名、學生/申請編號及繳費通知書號碼
繳款金額(港幣)：	繳費通知書上顯示的金額，另須加上港幣 300 元電匯行政費* (請參閱下列境外匯款申請書樣本) *電匯行政費不設退還
銀行費用：	所有銀行費用由匯款人及收款人共同承擔

請在付款到期日前透過電子郵件將「電匯凭証回單」發送給課程行政組。

境外匯款申請書樣本

中国建设银行
China Construction Bank

境 外 汇 款 申 请 书
APPLICATION FOR FUNDS TRANSFERS (OVERSEAS)

致：中国建设银行股份有限公司
TO: CHINA CONSTRUCTION BANK CORPORATION

☒ 电汇 T/T ☐ 票汇 D/D ☐ 信汇 M/T 发电等级 Priority ☐ 普通 Normal ☐ 加急 Urgent

申报号码 BOP Reporting No. □□□□□□ □□□□ □□ □□□□□□ □□□□

20 银行业务编号 Bank Transac. Ref.No. 收电行/付款行 Receiver/Drawn on

52a 电汇币种及金额 Currency & Interbank Settlement Amount **Amount of Tuition Fee + HK\$300 (Non-refundable TT admin fee)↓**

其中 现汇金额 Amount in FX 账号 Account No./Credit Card No.
购汇金额 Amount of Purchase 账号 Account No./Credit Card No.
其他金额 Amount of Others 账号 Account No./Credit Card No.

收费账号

50a 汇款人名称及地址 Remitter's Name & Address

☐ 对公 组织机构代码 Unit Code □□□□□□□□—□ ☐ 对私 个人身份证件号码 Individual ID NO.
☐ 中国居民个人, Resident Individual ☐ 中国非居民个人, Non-Resident Individual

54/56a 收款银行之代理行名称及地址 Correspondent of Beneficiary's Bank Name & Address BIC:

57a 收款人开户银行名称及地址 Beneficiary's Bank Name & Address 收款人开户银行在其代理行账号 Bene's Bank A/C No. **(SWIFT CODE: HASEHKHH)↓**
HANG SENG BANK↓
83 DES VOEUX ROAD CENTRAL, HONG KONG↓

59a 收款人名称及地址 Beneficiary's Name & Address 收款人账号 Bene's A/C No. **024-283-338366-005↓**
HONG KONG BAPTIST UNIVERSITY↓

70 汇款附言 Remittance Information **Student Name, Student No.,↓**
只限140个字符 Not Exceeding 140 Characters **Debit Note No.↓**

71A 国内外费用承担 All Bank's Charges If Any Are To Be Borne By
☐ 汇款人 OUR ☐ 收款人 BEN ☒ 共同 SHA

第二联 申报主体留存联

注意事項：

1. 匯款金額應為繳費通知書上顯示的金額，另須加上港幣 300 元電匯行政費。
(匯款金額: 繳費通知書上顯示的金額 + HK\$300 電匯行政費)
2. 你必須於匯款附言中填寫學生姓名、學生/申請編號及繳費通知書號碼以便學院確認你的身份及核對繳納的款項。
3. 請選取由匯款人及收款人共同承擔所有銀行費用。

Hong Kong Baptist University
School of Continuing Education
Payment Methods and Instructions

Instructions

1. Check the information printed on the “Debit Note” and report to the Programme Administration Team if they are incorrect.
2. Pay the tuition fee **on or before the “Due Date” as stated on the debit note** using one of the methods listed below.
3. Please note that each debit note has a unique debit note number that cannot be reused.
4. Keep the payment advice or receipt as proof of payment.
5. All fees paid are **non-refundable and non-transferable**.
6. Contact the Programme Administration Team if you have any questions.

Local Payment Methods

1. Credit Card Bill Payment (Restricted to Hong Kong issued credit cards only)

If you are a registered e-banking user of the following banks, you can make payment through Bill Payment Service on the participating banks’ e-banking platform/website:

Bank Name	Bank Website	Bank Hotline
Bank of China (Hong Kong) Limited	www.bochk.com	2853 8828
Bank of Communications Co., Ltd	www.hk.bankcomm.com	2239 5559
China CITIC Bank International Ltd	www.cncbinternational.com	2280 1288
China Construction Bank (Asia) Corp Ltd	www.asia.ccb.com	2779 5533
Chong Hing Bank Ltd	www.chbank.com	3768 6888
Citibank (Hong Kong) Ltd	www.citibank.com.hk	2860 0333
CMB Wing Lung Bank	www.cmbwinglungbank.com	2309 5555
Dah Sing Bank Ltd	www.dahsing.com	2828 8000
DBS Bank (Hong Kong) Ltd	www.dbs.com/hk	2290 8888
Fubon Bank (Hong Kong) Ltd	www.fubonbank.com.hk	2566 8181
Hang Seng Bank Ltd	www.hangseng.com	2822 0228
The Hong Kong and Shanghai Banking Corporation Limited	www.hsbc.com.hk	2233 3000
Industrial and Commercial Bank of China (Asia) Ltd	www.icbcasia.com	2189 5588
Nanyang Commercial Bank Ltd	www.ncb.com.hk	2815 3333
OCBC Bank (Hong Kong) Limited	www.ocbc.com.hk	2815 9919
Shanghai Commercial Bank Ltd	www.shacombank.com.hk	2818 0282
Standard Chartered Bank (Hong Kong) Ltd	www.sc.com/hk	2886 8868
The Bank of East Asia Ltd	www.hkbea.com	2211 1321

Steps for Credit Card Bill Payment

1. Choose “Bill Payment”
2. Choose “Education Institutions”
3. Choose “Hong Kong Baptist University”
4. Key in the 15-digit Debit Note Number as Bill/Account number, bill type “SCE Tuition Fee and Misc. Fee” and the exact amount to be paid as indicated on the debit note. Please note that **partial payment is NOT accepted**.
5. Save the receipt as evidence of payment

Note: Please **DO NOT** use “Fund/Account Transfer” when settling your fee as your payment would not be identified by our system.

2. Internet Banking Bill Payment (Deduct from Savings/Current Account)

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

Bank	Website Address	Bill Payment Service
Hang Seng Bank	http://www.hangseng.com	View and Pay Bills
HSBC	http://www.hsbc.com.hk	View and Pay Bills
JETCO	http://www.jetco.com.hk	JET Payment

Steps for Internet Banking Bill Payment	
1.	Choose "JET Payment" or "Bill Payment"
2.	Choose "Education Institutions"
3.	Choose "Hong Kong Baptist University"
4.	Key in the 15-digit Debit Note Number as Bill/Account number, bill type "SCE tuition fee and Misc. Fee" and the exact amount to be paid as indicated on the debit note. Please note that partial payment is NOT accepted .
5.	Save the receipt as evidence of payment

Note: Please **DO NOT** use "Fund/Account Transfer" when settling your fee as your payment would not be identified by our system.

3. **ATM Bill Payment (DO NOT use "Fund/Account Transfer" for fee settlement)**

If you are an ATM cardholder of HSBC, Hang Seng Bank or JETCO group, you can settle the fees at any ATMs with the sign "Bill Payment Service" or "Jet Payment" as follows:

Steps for ATM Bill Payment	
Hang Seng Bank/HSBC 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"	
4. Key in the 15-digit Debit Note Number as Bill/Account no., bill type "SCE tuition fee and Misc. Fee" and the exact amount to be paid as indicated on the debit note. Please note that partial payment is NOT accepted .	
5. Collect and retain the customer advice as evidence of payment	

Note: Please **DO NOT** use "Fund/Account Transfer" or "Cheque Deposit" when settling your fee as your payment would not be identified by our system.

4. **PPS Bill Payment**

If you are a registered PPS user, please dial "18011" (English) or "18013" (Cantonese) to register your bill* or visit the website www.ppskh.com for online payment. If you are not a registered user of PPS, you may set up your PPS account and password via the PPS registration terminal at Level 1, Academic and Administration Building (in front of Security Control Room), Baptist University Road Campus.

Steps for PPS Bill Payment	
1.	Dial "18031" (English) or "18033" (Cantonese) to make the payment
2.	Enter "9158" as Merchant Code for HKBU
3.	Choose bill type "SCE Tuition Fee and Misc. Fee"
4.	Enter the 15-digit Debit Note Number and the exact amount as indicated on the debit note. Please note that partial payment is NOT accepted .
5.	Print out/save the receipt or payment reference number as evidence of payment

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/debit note number every time before making payment through PPS.

5. **Cash/Cheque Payment at Hang Seng Bank Counter**

Bring your debit note and make payment by Cash or Cheque at any branch of Hang Seng Bank only. Postdated cheques are not accepted. Cheque should be crossed and drawn in favor of "Hong Kong Baptist University". Please mark your 15-digit debit note number and contact number at the back of the cheque and make sure the debit note number is clearly reflected on the bank pay-in slip as your payment reference.

Please deposit to the below Hang Seng Bank account number: 024-283-338366-005

Note: Please **DO NOT** deposit the cash/cheque through the Hang Seng Bank's Cash Deposit Machine, Express Cheque Machine or Cheque Drop-in box as your payment would not be identified by our system.

Overseas Payment Methods

6. Flywire (Payments to be made outside Hong Kong)

To make cross-border payments through Flywire, payers can either scan the QR code OR click the below hyperlink

- 6.1 Choose “SCE Tuition Fee” and key in the 15-digit debit note number to pay the tuition fee:



<http://hkbu.flywire.com>

- 6.2 With Flywire, payers can easily and securely make payments to HKBU any time anywhere in the world and with the following benefits:
- ✓ Pay from your country and in your home currency;
 - ✓ No bank fees or further charges;
 - ✓ Track your payment status with transparency from start to finish;
 - ✓ Access dedicated 24x7 multilingual customer support; and
 - ✓ Receive instant email and/or SMS notification or check at Flywire.com or Flywire’s app.
- 6.3 Depending on the payers’ remitting country, Flywire currently offers multiple payment options as follows:
- (a) Local Currency Bank Transfer (Valid for Flywire’s Best Price Guarantee);
 - (b) ebanking;
 - (c) Visa Card;
 - (d) Master Card;
 - (e) UnionPay;
 - (f) American Express;
 - (g) Alipay;
 - (h) WeChat Pay;
 - (i) PayPal;
 - (j) Apple Pay; and
 - (k) Google Pay.
- 6.4 Although HKBU and Flywire do not charge a fee for this service, payers are reminded to note the cost differences in their local currency under different payment options before confirming a payment.
- 6.5 As Flywire requires at least one week to process, payers are advised to arrange your payment at least 5 working days before the payment due date to avoid incurring late payment, and to keep the payment receipt as payment proof.
- 6.6 For more information about Flywire, please refer to the following Payer Guides and Introductory Video:
- (a) Flywire Payer Guide (click [here](#))
 - (b) Flywire Introductory Video (click [here](#))

7. Telegraphic Transfer (TT)

International students are strongly encouraged to remit payments through Flywire, which offers the benefits of real time payment tracking without any additional admin fee.

You may make payment through Telegraphic Transfer with the following information. To avoid late penalty payment, you are advised to arrange your Telegraphic Transfer payment at least 5 working days before payment due date. Please be reminded to transfer an additional HKD300 as non-refundable administrative charge for payments via Telegraphic Transfer, in addition to your charged fee.

Bring the debit note and provide the following information to the bank:	
Beneficiary Name:	Hong Kong Baptist University
Beneficiary Account No.:	024-283-338366-005
Beneficiary Bank and Address:	Hang Seng Bank Limited 83 Des Voeux Road Central, Hong Kong
Beneficiary Bank's Swift Code:	HASEHKHH
Payment Details:	Student name, student/application number and debit note number
Payment Amount (in HKD):	Amount as shown on the debit note plus HK\$300 TT administrative fee* (Please refer to the sample of TT form below) <i>*TT administrative fee is non-refundable</i>
Bank Charges:	All bank charges to be borne by the remitter and the beneficiary

Please send the bank confirmation of the Telegraphic to the Programme Administration Team by email before the payment due date.

Sample of Telegraphic Transfer (TT) Form

中国建设银行
China Construction Bank

境外汇款申请书
APPLICATION FOR FUNDS TRANSFERS (OVERSEAS)

致: 中国建设银行股份有限公司
TO: CHINA CONSTRUCTION BANK CORPORATION

☒ 电汇 T/T ☐ 票汇 D/D ☐ 信汇 M/T 发电等级 Priority ☐ 普通 Normal ☐ 加急 Urgent

申报号码 BOP Reporting No. []

20 银行业务编号 Bank Transac. Ref No. []

收电行/付款行 Receiver/Payee on []

① ② ③

52a 货币及银行间结算金额 Currency & Interbank Settlement Amount **Amount of Tuition Fee + HK\$300 (Non-refundable TT admin fee)↓**

其 中 现汇金额 Amount in FX []

其 中 购汇金额 Amount of Purchase []

其 中 其他金额 Amount of Others []

收 费 账 号 []

50a 汇款人名称及地址 Remitter's Name & Address []

☐ 对公 组织机构代码 Unit Code []

☐ 对私 个人身份证件号码 Individual ID NO. []

☐ 中国居民个人 Resident Individual ☐ 中国非居民个人 Non-Resident Individual

54/56a 收款银行之代理行名称及地址 Correspondent of Beneficiary's Bank Name & Address []

57a 收款人开户银行名称及地址 Beneficiary's Bank Name & Address **HANG SENG BANK↓
83 DES VOEUX ROAD CENTRAL, HONG KONG↓**

59a 收款人名称及地址 Beneficiary's Name & Address **HONG KONG BAPTIST UNIVERSITY↓**

70 汇款信息 Remittance Information **Student Name, Student No., Debit Note No.↓**

只限140个字符 Not Exceeding 140 Characters

71A 国内外费用承担 All Bank's Charges If Any Are To Be Borne By ☐ 汇款人 OUR ☐ 收款人 BEN ☒ 共同 SHA

备注 []

Important Notes:

1. Please refer to your debit note for the amount of tuition fee payment. You are required to pay an additional amount of HK\$300 as the TT administrative fee.
(Remittance Amount: Amount as shown on the debit note + HK\$300 TT administrative fee)
2. You must fill in student name, student/application number and debit note number in the remittance information so that we can identify and match your payment.
3. Please select all bank charges to be borne by the remitter and the beneficiary.