

THE UNIVERSITY OF HONG KONG



Finance and Enterprises Office
 財務及企業管理處

Instructions for Payment of Borrowing/Late Return/Loss of Academic Dress

Payment methods:

(A) Through the Automatic Teller Machine (ATM) of various banks below:

ATM cardholder may make the payment 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' – '06' Other Fees.
 - Enter the 'bill account no.' [i.e., your University No. with a suffix of '4030' (14 digits)].
 - Key in the payment amount.
 - Print out the ATM transaction advice.

Ensure the right machine is selected. **Do Not** simply **TRANSFER** money into the University's Bank account. Please note that the University can only identify your payment through 'Bill Payment Service'.

(B) Cash payment through bank counter

If you cannot make the payment via ATMs, you may pay cash through Bank of East Asia (BEA) counter to HKU bank account no. '015-514-40-59222-6'. Please remind the bank teller to input a **14-digits payment reference, i.e., 'your University No.' with a suffix of '4030'**, and correctly print on the BEA pay-in slip.

(C) Through HSBC Cheque Deposit Machine (CQM)

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)**

Deposit the cheque at any Cheque Deposit Machine of HSBC

- Select 'Bill Payment'; 'Education'; 'The University of Hong Kong' and then the 'Bill Type' of 'Other Fees'.
- Key in the cheque deposit amount.
- Enter a **14-digits 'bill account no.', i.e., 'your University No.' with a suffix of '4030'**.
- Insert the cheque into the cheque insertion slot of the machine.

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

Return the academic dress to the Gown Room (location: Room UG-06, Upper Ground Floor, Knowles Building, The University of Hong Kong) together with the ATM transaction advice/bank pay-in slip/CQM transaction advice as your proof of payment.

Enquiry:

If you have any questions on the payment procedures, please contact the Finance and Enterprises Office at 2859-2337 or send email to 'feo_student@hku.hk'.