

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) or Internet Banking facility of the following bank groups:

ATM :	JETCO ATM with "JET Payment Service" logo	HSBC/Hang Seng Bank ATM with 'Bill Payment Service' logo
Internet Banking Website:	Please refer to the internet banking website of the JETCO member bank that you have opened an account with.	www.hsbc.com.hk www.hangseng.com
Payee selection:	Select 'Bill Payment'; 'Education' then 'The University of Hong Kong'.	
Bill Type :	06	
14-digit Bill Account No. :	Please key in " 10 digits of your University Number " <u>with</u> a suffix of " 4030 "	

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) 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-digit Bill Account No. (as mentioned in (A) above)**.
- 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.]

(C) Cash payment through bank counter

If you cannot make the payment via methods (A) and (B) above, 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 and print the **14-digit Bill Account No. (as mentioned in (A) above)** correctly on the BEA pay-in slip.

Please return the academic dress to the Gown Room at Room UG-06, Upper Ground Floor, Knowles Building, The University of Hong Kong together with your proof of payment (e.g. ATM transaction advice / internet bank payment confirmation / bank pay-in slip / CQM transaction advice).

Enquiry:

Please contact the Student Section of the Finance and Enterprises Office at 852-28592337 or send email to feo_student@hku.hk if you have any questions on the above payment procedures.