

Payment Instructions for Tuition Fee and Hostel Fee Debit Notes (NO hardcopy debit notes will be sent by the University)

1. Please be informed that **all debit notes for tuition fees and hostel fees** (other than the first installment of tuition fee for newly admitted students) are **ONLY issued in electronic copy from the web-based University Cyber Port System (“BUniPort”)**. **No hard copy of the debit notes will be printed and mailed to you.** Students who encounter problems with BUniPort should contact the Office of Information Technology at 3411-7899 (enquiry hotline) or by email at hotline@hkbu.edu.hk.
2. Students are required to logon to BUniPort using your specified “SSOid” and “Password” to download the debit notes. You may refer to the attached demonstrations on “Account Activation for New Students” and “Functions of BUniPort > My Finance” for more details on how to activate and the functions of BUniPort. **The University will also send you an email notification (normally two weeks before the payment due dates) to your University’s email account whenever an e-Debit Note is issued.** Students are thus advised to check your email inbox from time to time and ensure sufficient storage space to receive the said notification.
3. For payment of debit notes and frequently asked questions on tuition fee, please refer to the enclosed “Payment Method” and “FAQ on Tuition Fee”. You may also visit the Finance Office’s website for an “Introductory Video on Fee Payments”. We recommend students to make payments by means of electronic banking facilities such as Bill Payments services by Credit Card/ ATM/ PPS, Internet Banking and Flywire.
4. Students are reminded to observe the tuition fee payment due dates as detailed in the “Payment Schedules”.
5. Eligible students who cannot settle the tuition fees on time may apply for **deferral of tuition fee payment before the payment deadline**. Please read the “Notes for Application of Deferral of Tuition Fee Payment” carefully before submitting your application.
6. Students are reminded that there will be a fixed overdue penalty charge (i.e. \$300 for tuition fee/hostel fee) if you fail to settle or being successfully accepted for deferral before due date. Furthermore, **students who fail to settle the outstanding tuition fees within 10 working days from the due date/deferred due date shall be considered as unofficially withdrawn from study.**
7. Should you have any enquiry on the above, please contact the Finance Office at fostudent@hkbu.edu.hk (email) or 3411-2266 (24-hours Student Enquiry Hotline) for further enquiry. You may leave us a message in our Student Enquiry Hotline by simply press "0" after language selection. Then you may state your name, student number, contact number and inquiries with our voice mail messaging system. Our staff will contact you within two working days.

繳付學費及宿費指引 (大學不會以郵遞方式發出繳費通知書)

1. 大學只會透過“University Cyber Port System”(下稱“BUniPort”)以電子媒體發出學費及宿費繳費通知書(新生之第一期學費除外)，大學並不會以郵遞方式通知你繳交有關費用。如果你在使用 BUniPort 方面有任何疑問，歡迎致電大學資訊科技處查詢熱線 3411-7899 或電郵至 hotline@hkbu.edu.hk。
2. 同學可以利用你的“用戶名稱”和“密碼”登入BUniPort下載繳費通知書。詳情可參閱“如何啟動新生賬戶”及“如何使用 BUniPort 內之“我的財務資料”的操作示範。大學會於繳費到期日至少 14 天前發出繳費通知書，並以電郵通知你。因此大學建議同學定期查閱你的大學電子郵箱，以確定郵箱有足夠容量接收有關郵件。
3. 有關繳費及學費之常見問題，請參閱“繳費方法”及“學費常見問題”。你亦可瀏覽財務處網頁之“學生繳費簡介短片”以作參考。為了更快、更方便地完成繳費，大學建議同學使用電子方式(包括透過繳賬服務以信用咭、自動櫃員機、繳費靈、網上銀行或飛匯)繳交費用。
4. 同學請留意學費單的繳費期限，詳情請參閱“繳交學費時間表”。
5. 合資格的同学如未能如期繳交學費，可於繳費限期前申請延期繳交學費。請在提出申請前細閱“申請延期繳交學費須知”。
6. 同學若未能在繳費限期前繳費或成功申請延期繳交學費，將會被徵收定額罰款(學費/宿費\$300)。如學生在學費到期日/延繳到期日後十個工作天內仍未繳付學費，校方有權將該名學生視作“非正式退學”。
7. 如對以上資料有任何疑問，你可電郵至 fostudent@hkbu.edu.hk 或致電財務處 24 小時學生查詢熱線 3411-2266。請於熱線選擇語言後按“0”字，於留言信箱留下你的姓名、學生編號、聯絡電話號碼及查詢事項，本處職員將會在兩個工作天內與你聯絡。