

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 **ONLY electronic debit notes** for tuition fees and hostel fees will be issued in the University Cyber Port System (BUniPort). **No hard copy of debit notes will be sent.**

2. **e-Debit Notes**

Students can access the e-Debit Note by:

- Login to BUniPort using your designated “SSOid” and “Password” to download the debit notes.
- **Notification of e-Debit Notes will normally be sent to your University email account two weeks before the payment due dates.** Please observe the below payment schedules and ensure debit notes are paid on time.
- For activating your account, “[Account Activation for New Students](#)”.
- For functions of BUniport, “[Functions of BUniPort > My Finance](#)”.

3. **Payment Methods & Schedules**

Please refer to below links for your information:

- “[Payment Methods](#)”.
- “[Payment Schedules](#)”.

There is a time lag between your payment and bank data transmission to the University.

- Local payments: Allow 3 business days for processing
- Overseas payments: Allow 7 business days for processing

Please arrange your payment in advance to ensure timely receipt by the University before the due date. The Finance Office will not respond to any inquiries regarding payment receipt confirmation.

4. **Payment Deferral**

- **Only** students awaiting the results of the Government Grant/Loan, NLSFT or ENLS Loan may apply for **deferral of tuition fee payment**.
- NO deferral will be granted merely for students being at overseas (including Mainland China).
- Your deferral application must be submitted in BUniPort before the payment due date.
- Please read the “[Notes for Application of Deferral of Tuition Fee Payment](#)” before submitting your application.

5. **Overdue Payments**

- A fixed overdue penalty of \$500 will be charged if you fail to settle or successfully apply for payment deferral before due date.
- **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outstanding tuition fees within 10 working days from the due date/deferred due date shall be considered as unofficially withdrawn from study.**

6. **Input/ Update Bank Account Information in BUniPort**

- Please input/ update your **HKD savings or current account with Hong Kong authorised bank institutions** in BUniPort for future disbursement including scholarship, bursary, refund of overpayment of fees and other miscellaneous payments,
- Please refer to “[Demonstration](#)” or “[Instruction](#)” for details.

7. **Enquiries**

- For enquiries on BUniport: Office of Information Technology, 3411-7899 or hotline@hkbu.edu.hk.
- For enquiries on payments: Finance Office, 3411-2266 or fostudent@hkbu.edu.hk.

Finance Office, Treasury Section - Student team
June 2026

繳付學費及宿費指引 (大學不會發出紙本繳費通知書)

1. 大學只會透過“University Cyber Port System”（下稱 BUniPort）發出電子學費及宿費繳費通知書，大學不會發出紙本繳費通知書。

2. 電子繳費通知書

同學可透過以下方式查閱電子繳費通知書：

- 利用你的“SSOid”和“密碼”，登入BUniPort下載繳費通知書。
- 大學會於繳費到期日 14 天前以電郵發出繳費通知至同學的大學電子郵箱。請注意以下繳交學費時間表，並確保於繳費限期前繳費。
- 有關啟用帳戶，可參閱“[如何啟動新生帳戶](#)”。
- 有關 BUniport 的功能，可參閱“[如何使用BUniPort內之我的財務資料](#)”。

3. 繳費方法及時間表

請參考以下連結以獲取相關資訊：

- [“繳費方法”](#)。
- [“繳交學費時間表”](#)。

由於銀行處理及數據傳輸至本校需時，請注意以下處理時間：

- 本地繳款：需時 3 個工作天處理
- 境外繳費：需時 7 個工作天處理

請儘早作出適當安排，以確保款項於到期日前送達本校。財務處不會回覆任何關於款項到賬的查詢。

4. 延期繳交學費

- 只有正在等候資助專上課程學生資助計劃、專上學生資助計劃、全日制大專學生免入息審查貸款計劃、專上學生免入息審查貸款計劃或擴展的免入息審查貸款計劃申請結果的同學才符合資格申請延期繳交學費。
- 大學不會接納因身處外地(包括中國內地)而申請延期繳交學費。
- 你的延期申請必須於學費到期日前於 BUniPort 內遞交。
- 請在提出申請前細閱“[申請延期繳交學費須知](#)”。

5. 逾期付款

- 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 \$500 定額罰款。
- 如同學在學費到期日/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”。

6. 輸入/更新個人銀行戶口資料

- 同學請輸入/更新在 BUniPort 內的[香港授權銀行機構的港元儲蓄或往來賬戶](#)資料，以便日後大學以銀行自動轉帳方式發放款項給同學，其中包括但不限於獎學金、助學金、退回學生舍堂保證金及其他款項。
- 請瀏覽有關“[示範](#)”或“[操作說明](#)”。

7. 查詢

- 有關 BUniPort 的查詢：資訊科技處，3411-7899 或 hotline@hkbu.edu.hk。
- 有關付款的查詢：財務處，3411-2266 或 fostudent@hkbu.edu.hk。

財務處 (庫務部 - 學生組)
2026 年 6 月