

THE CHINESE UNIVERSITY OF HONG KONG
Donations and Projects Management Unit, Finance Office

Notes on Payment of Student Fees

In line with the environmental policy of the University to use less paper, no printed student fee debit notes (“fee notes”) will be sent to students by post. Instead, two weeks prior to the payment due date, the Donations and Projects Management Unit of the Finance Office (“DPU”) will send **e-mails** to notify students that the fee notes have been issued. Students have to check their own **Campus-Wide E-mail System (“CWEM”) mailbox** and login Chinese University Student Information System (“CUSIS”) to enquire the details of the fee notes. Below is a tentative billing schedule for your reference:

	1 st term	2 nd term
1. Full-time Undergraduate students	September	January
2. Faculty of Education students		
3. Graduate School students :		
a) Research Programme (Master)	Fee notes will be issued every 6 months of study period. (If leave has been taken during the study period, issuance of next fee note will be deferred according to the length of leave taken.)	
b) Research Programme (Doctoral)		
c) Taught Programme	Please consult your Programme / Division in advance regarding the schedule for issuance of fee notes.	

Please login <http://portal.cuhk.edu.hk>, click “CUSIS and MyStudy” Tab at the top and then click “**Print Online Debit Note**” on the left menu bar to view or print your Debit Note. You are reminded to settle the outstanding amount of your student account on or before the payment due date. A fine of \$200 may be levied for late payment.

Available local payment methods in Hong Kong are:

1.	PPS :	(a) Please login http://portal.cuhk.edu.hk and follow the corresponding steps under “CUSIS > MyStudy > Account Summary” to settle the outstanding amount through your PPS account via internet. OR (b) Please call PPS Hotline 18031 (English) or 18033 (Cantonese) or visit www.ppschk.com , enter Merchant Code “ 9110 ”; Bill Type “ 01 ” and enter your Payment Reference Number as the bill / account number with the payment amount.
2.	ATM :	ATM card holder of HSBC, Hang Seng Bank or JETCO member banks may pay at ATM with signage of “BILL PAYMENT SERVICE” or “JET PAYMENT”, select “ Bill Payment Services ”, then select “ The Chinese University of HK ”; Bill Type “ 01 ” and enter your Payment Reference Number as the bill / account number with the payment amount.
3.	Bank website :	If you are an internet banking user of HSBC, Hang Seng Bank or JETCO member banks in Hong Kong, you may visit your bank’s website, enter “ Bill Payment Services ”, select “ The Chinese University of HK ”; Bill Type “ 01 ” and enter your Payment Reference Number as the bill / account number with the payment amount. *
4.	Counter Payment :	Please visit Hang Seng Bank counter and pay into the bank account no. 293-005005-007 in the name of “ The Chinese University of Hong Kong ” and quote your Payment Reference Number on the bank deposit form.

For overseas payment, remittance by telegraphic transfer should be sent directly to the University’s bank account with details in the following website: http://www.cuhk.edu.hk/fno/eng/public/financial_guides/student_fee/notice_tt.pdf.

**Please refer to Hang Seng Bank website for any promotional offer available to CUHK Affinity Card holders.*

Remarks:

- The settlement record would be reflected in CUSIS after 3 working days of the payment.
- Fees once paid shall not be refunded.
- Unless pre-approval has been sought from the University, the student account should be settled in full on or before the payment due date. If you need any financial assistance, please contact your College, Programme Office or Office of Admissions and Financial Aid.
- Should you have any query regarding the above payment methods, please contact DPU at telephone number 3943-8521 / 3943-4230 or send email to dpu@cuhk.edu.hk.

香港中文大學

通告

電子學生繳費單和繳費辦法

為配合大學之環保政策，減少紙張，學生繳費單不會以書面方式郵遞寄發。財務處捐款及專用項目管理組 (“DPU”) 將於繳費限期前兩星期以**電郵**通知各同學繳費單經已發出。請同學檢查自己的**校園電子郵件系統 (“CWEM”)** 郵箱，及登入中大學生信息系統 (“CUSIS”) 查詢繳費單詳情。下列為發放繳費單的暫定時間表，以供參考。

	第一學期	第二學期
1. 全日制本科生	九月	一月
2. 教育學院學生		
3. 研究院學生		
a) 研究式課程(碩士)	繳費單以每隔六個月發出一次。 (如在學習期間請假，下期繳費單將按照假期之長短而推遲。)	
b) 研究式課程(博士)		
c) 修讀式課程	請預先向有關課程部門查詢其收費時間。	

要查閱或列印你的繳費單，同學可以登入網址 <http://portal.cuhk.edu.hk>，在頂部開啟 “MyStudy” 及在左側的項目欄中開啟 “Account Summary” 並於 “Print Online Debit Note” 處按鍵。請緊記於繳費到期日或之前繳交所有費用，如逾期繳費，大學將課以罰款港幣二百元正(如適用)。

香港本地繳費辦法如下：

1. 以繳費靈交費	(a) 請登入網址 http://portal.cuhk.edu.hk ，經由 “CUSIS > MyStudy > Account Summary” 按照所需步驟，以繳費靈方法在網上繳費。或 (b) 已登記為繳費靈用戶者，請使用音頻電話致電 18031〔英語〕或 18033〔粵語〕或瀏覽繳費靈網址 www.ppskh.com 進行繳費。香港中文大學之繳費靈商戶編號為 “9110”。賬單類別為 “01”。請輸入 繳費編號 作為賬單戶口號碼及繳交金額。
2. 以銀行自動櫃員機交費	匯豐銀行、恒生銀行或銀通提款卡持有者，可使用附有「繳費服務」或「繳費易」標誌之自動櫃員機進行交費。繳費時，請選擇「 繳費服務 」並以「 香港中文大學 」為收款機構。賬單類別為 “01”。請輸入 繳費編號 作為賬單戶口號碼及繳交金額。
3. 以銀行網頁交費	匯豐銀行、恒生銀行或銀通之網上銀行用戶，可透過各銀行網址所提供之繳費服務進行繳費。繳費時，請選擇「 繳費服務 」並以「 香港中文大學 」為收款機構。賬單類別為 “01”。請輸入 繳費編號 作為賬單戶口號碼及繳交金額。*
4. 於銀行櫃檯交費	可於任何恆生銀行分行櫃檯繳費。「 香港中文大學 」之銀行帳戶號碼為 “293-005005-007”。請於銀行入數紙上註明 繳費編號 以茲識別。

如在外地繳費，需直接電匯至大學之銀行戶口，詳情請參閱以下網址：

http://www.cuhk.edu.hk/fno/eng/public/financial_guides/student_fee/notice_tt.pdf

*香港中文大學聯營信用卡的優惠條款請參閱恆生銀行網站。

備註：

- 繳費紀錄將於三個工作天後在中大學生信息系統反映。
- 費用一經繳交，概不退還。
- 除事先獲准緩繳者外，學生帳戶上的費用須於指定到期日或之前全數繳交。如同學需要財務援助，請聯絡相關書院、舉辦有關課程的部門或入學及學生資助處尋求協助。
- 如對上述繳費辦法有任何疑問，請致電中文大學財務處，電話號碼為 3943-8521 / 3943-4230，或電郵至 dpu@cuhk.edu.hk。