

「網上銀行」／「銀行自動櫃員機」繳付畢業典禮費用程序及須知

E-banking / ATM Payment Instruction - Graduation Ceremony Fee

1. 網上銀行 e-banking (由儲蓄戶口 / 往來戶口支付款項 Deduct from Savings / Current Account)

匯豐銀行 / 恒生銀行 / 銀通成員銀行之網上銀行用戶，可使用以下網址繳付費用：

If you are a registered e-banking user of HSBC, Hang Seng Bank or JETCO Group, you can make payment via any of following websites:

匯豐銀行 HSBC - <http://www.hsbc.com.hk>

恒生銀行 Hang Seng Bank - <http://www.hangseng.com/e-banking>

銀通成員 JETCO Group - <http://www.jetco.com.hk>

網上銀行 E-banking	
1. 選擇「繳付賬單」/「Bill Payment」/「繳費」/「JET Payment」 Choose "Bill Payment"/"JET Payment"	
2. 選擇「教育學府」/「Education Institutions」/「專上或專業教育」/「Post-secondary or Specialised Education」 Choose "Education Institutions"/"Post-secondary or Specialised Education"	
3. 選擇「香港浸會大學」/「Hong Kong Baptist University」/「HK Baptist University」 Choose "Hong Kong Baptist University"/"HK Baptist University"	
4. 請於「賬單類別」/「Bill Type」選擇【08】：「持續教育學院其他費用」/「SCE Other Fees」 Choose Bill Type "08" for "SCE Other Fees"	
5. 請於「繳費通知書號碼」/「賬單戶口號碼」/「Debit Note No.」/「Bill Account No.」輸入繳費通知書右上角十六個數字的「賬單編號」/「Debit Note No.」 Please key in the 16-digit debit note no. shown on the top right corner of the debit note for "Debit Note No." / "Bill Account No."	
6. 輸入畢業典禮費用之總數 Please key in the total amount of Graduation Ceremony Fee.	
7. 請列印「確認通知書」並保留以作記錄，本院將不會另發收據。 Please print out the confirmation notice and keep this for record. The School will not issue receipt separately.	

2. 銀行自動櫃員機ATM

請於貼有「繳費服務」/「繳費易」標誌之銀行自動櫃員機繳付費用。

Please pay via ATM machine with "Bill Payment Service" or "JET Payment" logo.

匯豐銀行／恒生銀行自動櫃員機 HSBC / Hang Seng Bank ATM Machine	銀通自動櫃員機 JETCO ATM Machine
1. 選擇「繳費」/「Bill Payment」 Choose "Bill Payment"	1. 選擇「繳費」/「Bill Payment」 Choose "Bill Payment"
2. 選擇「教育學府 - 大學」/「Education-Universities」 Choose "Education-Universities"	2. 選擇「專上學院」/「Education」 Choose "Education"
3. 選擇「香港浸會大學」/「Hong Kong Baptist University」 Choose "Hong Kong Baptist University"	
4. 輸入賬單類別【08】-「持續教育學院其他費用」/ 「SCE Other Fees」 Choose Bill Type "08" for "SCE Other Fees"	4. 輸入賬單類別【08】 Choose Bill Type "08"
5. 請於「賬戶/客戶號碼」/「Bill / Account No.」輸入繳費通知書右上角十六個數字的「賬單編號」/ 「Debit Note No.」 Please key in the 16-digit debit note no. shown on the top right corner of the debit note for "Bill / Account No."	
6. 輸入畢業典禮費用之總數 Please key in the total amount of Graduation Ceremony Fee.	
7. 請保留「客戶通知書正本」並保留以作記錄，本院將不會另發收據。 Please keep the original copy of "Customer Advice" and keep this for record. The School will not issue receipt separately.	