

TO: NEW UNDERGRADUATE Students only

Issuance of Tuition Fee Debit Notes for 2025-26 Semester 1 (Balance Payment)

Dear Students,

The electronic Tuition Fee Debit Note for 2025-26 Semester 1 (Balance Payment) has been issued to your BUniPort student account. **NO hard copies will be provided.** Please log in to BUniPort (**My Finance -> Print Debit Note**) to print your Debit Note and settle the payment on or before **9 October 2025 (Thursday) (due date)**. **A late payment penalty of \$500 will be levied if payment is not received by the University by the due date.**

If your tuition fee debit note remains unsettled for ten working days after the due date, you may be considered as unofficially withdrawn from the University. In such cases, you will be required to obtain permission from the Academic Registrar for re-admission.

Payment Methods

Please refer to the [Payment methods](#) on how to settle your tuition fee. 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.

Payment Deferral

Tuition fee deferral is only available to students awaiting results from the Government Grant/Loan, (TSFS and NLSFT). **Deferral will not be granted solely due to being overseas (including Mainland China).** For details, please refer to the "[Notes for Application of Deferral of Tuition Fee Payment](#)".

Eligible students must submit their online deferral application via BUniPort before the payment due date. **Late applications will not be accepted, and a penalty of \$500 may apply if payment is not received on time.**

The Working Family and Student Financial Assistance Agency of the Government (WFSFAA) will notify the University of your grant/loan application **only after you have submitted your (i) Application Form, (ii) Declaration Form and (iii) supporting documents (if applicable), to the WFSFAA. You can only apply for tuition fee deferral via BUniPort after your grant/loan application status has been updated by the WFSFAA and received by the University. As this process may take up to one week, eligible students are strongly advised to complete your grant/ loan application and submit all required documents immediately to avoid any delays in processing your deferral request.**

For details, please refer to "[Application Procedures of NLSFT](#)" provided by the WFSFAA.

Update Bank Account Information in BUniPort

Please update your **HKD savings or current account details (with a Hong Kong authorised bank)** in BUniPort for future disbursement including scholarships, bursaries, fee refunds of overpayment and other miscellaneous payments. Otherwise, the disbursement will not be processed or result in significant delays of the payment processing. For details please refer to the [demonstration](#) or [instruction](#).

Need Help?

Should you have any queries on the above, please refer to our [Frequency Asked Questions](#) or contact the Finance Office via email at fostudent@hkbu.edu.hk.

Thank you for your attention.

Finance Office
23 September 2025