

To: Trimester-Based Taught Postgraduate (TPG) Students Only
Issuance of Tuition Fee Debit Notes for 2025-26 Trimester 3

Dear Students,

The electronic Tuition Fee Debit Note for 2025-26 Trimester 3 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 access the Debit Note and settle the payment on or before **4 March 2026 (Wednesday) (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tuition fee debit note remains unsettled for ten working days after the due date, you may be considered as unofficially withdrawn from the University.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

If you intend to apply for deferral of your Trimester 3 tuition fee debit note, please ensure that you meet the **eligibility criteria for payment deferral**. For details, please refer to the [“Notes for Application of Deferral of Tuition Fee Payment”](#).

Deferral will not be granted solely due to being overseas (including Mainland China). Late applications will not be accepted. If fee payment is not received by the payment due date, a **penalty of \$500** will be imposed.

Eligibility and Application Process for Tuition Fee Deferral:

- Eligible TPg students must complete the manual form [“Application for Deferral of Tuition Fee Payment”](#) and submit it to the Taught Postgraduate Studies Section of the Academic Registry via email at hkbu_tpg@hkbu.edu.hk at least **7 working days** prior to the payment due date.

Update Bank Account Information in BUniPort

The Finance Office also recommends students to 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
11 February 2026