



# Payer Guide

#### Step 1: Access the payment portal and start a payment

- View all portals from <a href="https://landing-pages.flywire.com/landing/hkbu">https://landing-pages.flywire.com/landing/hkbu</a> and click the desired portal to start the payment, e.g. Tuition Fees
- Choose your payment originating country (where the bank account or card issuing) from the dropdown menu.
- Enter the payment amount
- Click 'Next' to continue.

會想沒會大學 HONG KONG KAR SAFTST URVERSITY	
Welcome to the Payment Portal for Hong Kong Baptist Unive To get started, please select the applicable fee below:	ersity
Tuition Fee (exclude SCE)	START YOUR PAYMENT
SCE Tuition Fee	START YOUR PAYMENT
Hall Fee	START YOUR PAYMENT
Locker Rental Fee (exclude VA)	START YOUR PAYMENT
VA Locker Rental Fee	START YOUR PAYMENT

Your payment			
The payment will come from	Hong Kong Baptist University - Tuition Fees receives		
Country or region *	HK\$ Amount * 0.00 Amount will be formatted in the destination currency, in this		
	case Hong Kong Dollars. i.e. 10,000.00 for ten thousand HKD.		
	Next $\rightarrow$		

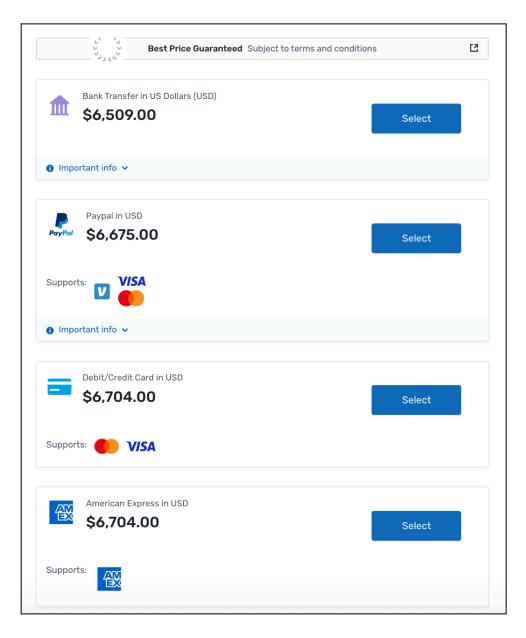
#### Step 2: Select your payment method

Based on your country selection, Flywire will automatically display your local currency rate with the appropriate payment options, such as traditional bank transfer or debit/credit card payment, and other online options.

Traditional bank transfer (also known as a wire) is the most cost-effective method. Please note that to
complete the payment you will need to make arrangements with your bank in person or online/mobile, and
send your funds to Flywire in your chosen currency.

**Best Price Guarantee** is valid only for payments booked via local currency bank transfer. Other payment methods (e.g Online debit/credit cards, eBanking, online banking) are NOT eligible. If you find a better rate at your bank within 2 hours of booking a local currency bank transfer payment with Flywire, please submit a proof in the form of a bank document via <u>Online Chat Form</u>, we will review and determine eligibility within 1-2 business days.

Debit/credit card will allow you to make an online payment in your home currency. Contrary to a traditional
international credit card payment, Flywire handles the foreign exchange so you will know the exact amount
that will be deducted from your account before you make your payment. Please note that credit card
payments are not available in every country.



# Step 3: Enter the payer's information

- Complete the payer's (Card/bank account holder) details and contact information.
- Ensure all information is correct before clicking 'Next' to confirm the booking.

Wire Wire  Address 1* Address 2  ty* eijing  p code / Postal Code  H 1 x  Phone number *	<sup>Email *</sup> flywire@gmail.com	First nar Fly	IC *	
Address 2 Address 2 Address 2 State / Province / Region * Alaska P code / Postal Code 23456 +1 ~ Phone number * 1399999999	Middle name		ime *	
eijing Alaska p code / Postal Code 23456 + 1 ~ Phone number * 1399999999	Address 1* Paradise 123	Addres	; 2	
+1 ~ 1399999999	City * Beijing		rovince /	Region *
Receive text notifications on your paymen	Zip code / Postal Code 123456	+1 ~		
status				notifications on your payment

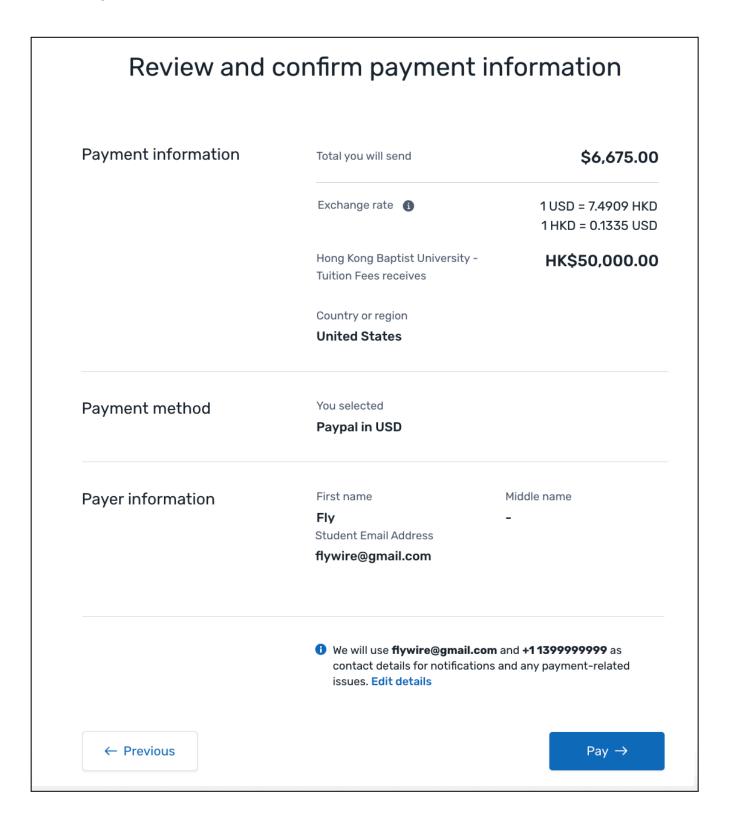
# Step 4: Enter the student's information

- Enter all details as requested by the institution .
- Click 'Next' to continue.

•	ong Baptist University - n Fees
(*) required field	
Student Information	
Student Full Name *	Debit Note Number *
Student Email Address	
	nat I am paying the amount quoted, on the previous nent will be released to HKBU and the payment
← Previous	Next $\rightarrow$

### Step 5: Review and Confirm Payment Information

- Review the payer and student's information for accuracy. Use the 'Previous' button if you would like to edit your information
- Click 'Pay' to continue



#### Step 6: For bank transfers payments

- Payments from certain countries may require additional documentation such as personal ID, tuition bill or invoice during this process.
- Once your documentation is verified, your specific payment instructions will be automatically displayed.

Nex	t: upload required documentation	^	Return Payment System
Offer Let	egulations in China, Flywire's payment partner is required to collect both the Official tui ter from you to verify your payment. Your uploaded files will be validated by our payme e a payment.		Add this payment to your Flywire account
	ploaded files do not meet the criteria, <b>you will be asked to provide new or additional</b> <b>t will be returned</b> .	documents or your	Add payment
0	<b>Tuition notice, bill or invoice</b> Required To look in your student accounts or your registered email with the institution to get it	Select file ~	Log in or Sign up to manage your payment:
	View examples		<ul> <li>Edit payment details</li> <li>SMS notifications</li> </ul>
	Student Passport Copy (Non-Mainland Chinese Only) For non-Mainland Chinese students: Please upload a copy of the personal	Select file 🗸	Cancel payment

## Step 7: For card payments

- Enter your card number, name, expiry date, and security code.
- Enter your information within **15 minutes** to avoid your session timing out.
- Click 'Pay' to complete your payment.

Flywire is waiting to receive your funds.	f	<u></u> .血
Payment details		Add this payment to your Flywire account
+ 86 × Phone number	Your issuer will send a one-time password via SMS. This phone number must be registered to your card.	ADD PAYMENT
Card number		Manage your payment
		🙋 Edit payment details
	ΡΑΥ	SMS notifications
		Cancel payment
		Download payment receipt Your payment receipt is not available for download until after the payment reaches its destination

A Flywire has your funds.	血
	Add this payment to your Flywire account ADD PAYMENT
We have received your payment	Manage your payment
	SMS notifications

#### Step 8: Track your payment

Payment tracking is available at <u>flywire.com</u> or through Flywire's tracking link. Log in to check the status of your payment and receive email notifications or opt into SMS text message alerts.

### Need help?

Support Email: <a href="mailto:support@flywire.com">support@flywire.com</a> Online Chat: <a href="mailto:flywire.com/help">flywire.com/help</a>

## Call:

Hong Kong SAR +852 3001 1165 Singapore +65 3138 6191 Malaysia +60 18 008 10611 Indonesia +62 21 29223064 Thailand +66 60 003 5979 Japan +81 5 0180 74338 Vietnam +84 24 4458 1755 Australia +61 2 8311 4772 New Zealand +64 8 004 47163

UK +44 20 39 624 308 US (Toll free) +1 800 346 9252 Mainland China (Toll free) +86 400 006 7175 Korea (Toll free & domestic only) 080 870 3133 India (Toll free & domestic only) 000 800 4430 048