

HONG KONG BAPTIST UNIVERSITY
FINANCE OFFICE
MEMO

To: All Staff and Students
From: Finance Office
Our Ref: A/FO
Date: 20 August 2021

Finance Office's On-site Support Service for Fee Payments

Please be informed that the Finance Office (FO) will provide an on-site support service at Shaw Campus to all students for settlements of tuition fees and hall fees during the following periods:

Peak seasons for fee settlements	Period of FO's on-site support service	Address and Opening Hours
Semester Term Programmes		DLB 514A, David C. Lam Building, Shaw Campus Monday to Friday: 10:00am to 12:30pm, 2:30pm to 5:00pm; Saturday, Sunday and Public Holidays: Closed
2021/22 Semester 1 (Returning Students)	1-15 September 2021	
2021/22 Semester 1 (Balance payment by New Undergraduate Students)	6-20 October 2021	
2021/22 Semester 2	8-22 December 2021	
Trimester Term Programmes		
2021/22 Trimester 1 (Returning Students)	1-15 September 2021	
2021/22 Trimester 2	8-12 November 2021	
2021/22 Trimester 3	28 February - 4 March 2022	

With the on-site support service, students are advised **NOT** to go to Tsuen Wan Campus in person. In an effort to encourage a more effective social distancing instead of face-to-face interactions, students may use the following online / digital / phone service:

Email (Most preferred method) :	fostudent@hkbu.edu.hk
24-hours hotline enquiry :	3411-2266 (please press 2, 0 to leave a message and your contact details for FO to return call)
Fax No. :	3411-5959
Frequently asked questions on fee payments :	https://fohome.hkbu.edu.hk/new/students/ttfaq.htm
Drop-in box:	Document submission and collection for certification of tuition fee payment and local education allowance. For details, please refer to the FO memo dated 31 January 2019

Thank you for your kind attention on the above matter. We hope you and your loved ones are staying healthy and safe!