

HONG KONG BAPTIST UNIVERSITY
FINANCE OFFICE
MEMO

To: All Staff and Students
From: Finance Office
Our Ref: A/FO
Date: 22 August 2022

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	Tuition fee due date	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
2022/23 Semester 1 (Returning Students)	7 Sept 2022	31 Aug - 14 Sept 2022	
2022/23 Semester 1 (Bal. payment by New Undergraduate Students)	12 Oct 2022	5 - 19 Oct 2022	
2022/23 Semester 2	14 Dec 2022	7 - 21 Dec 2022	
Trimester Term Programmes			
2022/23 Trimester 1 (Returning Students)	7 Sept 2022	31 Aug - 14 Sept 2022	
2022/23 Trimester 2	9 Nov 2022	7 - 11 Nov 2022	
2022/23 Trimester 3	1 Mar 2023	27 Feb - 3 Mar 2023	

With on-site support service, students are advised **NOT** to go to Tsuen Wan Campus in person. Instead, students are encouraged to use the following online / digital / phone service for their enquiries:

Email (<i>Most preferred method</i>):	fostudent@hkbu.edu.hk
24-hours hotline enquiry:	3411-2266 (please press 2, 0 to leave a message with your contact details and FO will return call as soon as practicable.)
Frequently asked questions on fee payments:	https://fohome.hkbu.edu.hk/for-students/information/student-financial-matters/faq.html
Drop-in box:	Document certification/collection for tuition fee payment and local education allowance. For details, please click HERE .
Fax No.:	3411-5959

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