

HONG KONG BAPTIST UNIVERSITY

FINANCE OFFICE

MEMO

To : All Staff and Students
From : Finance Office
Our Ref : A/FO2
Date : 23 August 2023

Document submission and collection arrangements for students' application for certification of tuition fee payment and local education allowance

With the on-site support service, students are advised **NOT** to go to Tsuen Wan Campus in person. Students are encouraged to use the following for the said document submission and collection arrangement:

Forms / Documents	
a) Request for certification of tuition fee payment b) Application for local education allowance (for dependent children of MTR staff)	
<i>Note: please clearly state your telephone number and email address on your request form.</i>	
Submission arrangement	Collection arrangement
<ul style="list-style-type: none">Drop your request/application with relevant supporting documents (e.g. printed official receipt, student ID copy, self-addressed stamped envelope) into the Finance Office's drop-in box:<ul style="list-style-type: none"><u>Drop-in box (No. 28)</u> at Room 206 Fong Shu Chuen Library at Ho Sin Hang Campus; or<u>Drop-in-box (No. 006)</u> at Room 101 Academic and Administration Building, Baptist University Road Campus; <u>OR</u>Send your request/application by mail to: HKBU Tsuen Wan Campus, Finance Office Student Team, Room 203 Tsuen Wan Campus, at Riviera Gardens, No.2-12 Yi Lok Street, Tsuen Wan, New Territories.	<ul style="list-style-type: none"><u>In person</u> You may collect the certified document at the counter of below office upon receipt of an e-notification sent to your email address by the Finance Office.<ul style="list-style-type: none"><u>For undergraduate students:</u> at the Academic Registry<u>For postgraduate students:</u> at the Graduate School; <u>OR</u><u>By mail</u> You will receive the certified document by ordinary mail if you enclose a sufficiently stamped and self-addressed envelope in the submission of your request/application to the Finance Office.

For enquiry, please contact the Finance Office by email at fostudent@hkbu.edu.hk or calling our 24-hour hotline at 3411-2266

Thank you very much for your kind attention and cooperation.