Tuition Fee — Payment Instructions and Methods (for 2026/27 Freshman)

Important Notes:

1. The details of the remaining tuition fee, including your **Personalised 8-digit Debit Note Number** (in the format of "4xxxxxxx", different from the Registration Fee debit note), the **exact tuition fee amount** and the **payment due date**, will be shown on OAA after the bank clears the registration fee payment and successful declaration of Registration Fee payment (if you paid the Registration Fee via FPS on PolyU Online Payment Platform, the OAA system has automatically declared your payment).
2. You can settle the tuition fee via one of the payment methods listed below by the payment due date. To allow processing time by bank, please make payment at least **2 working days** before the payment due date. You are strongly advised to use ATM, FPS (via PolyU Online Payment Platform), PPS or Internet Banking Bill Payment Service for convenience.
3. You must pay the exact tuition fee amount in one transaction and correctly input your Personalised 8-digit Debit Note Number on or before the payment due date; otherwise, the payment transaction will be taken as incomplete and rejected by the computer system. Should your payment via ATM / FPS / PPS / Internet Banking Bill Payment Service be void or your cheque be subsequently rejected by the bank, a handling fee of HK$200 will be charged, or your registration for the programme will be declared null and void.
4. All payments are **non-refundable** and **non-transferable**.

Payment Methods

Method 1 – Faster Payment System (FPS)

a) Log into the OAA system;
b) Log into the page "Payment of Fees" and click "Online Payment Now" to access Online Payment Platform;
c) Click "Pay Online Now" to select payment method;
d) Select "FPS " and then click "Proceed Payment" under Payment Method page;
e) Scan the QR Code with your mobile app;
f) A Payment Successful or Payment Declined page will be prompted. For successful payment, please print the confirmation page for record and then press "Next" button to return to OAA;
g) The payment status in OAA will be updated as "Settled" instantly upon successful payment.

Method 2 – Automatic Teller Machine (ATM)

Settle the fee via an ATM (with bill payment service) of the Hongkong and Shanghai Banking Corporation Ltd. (HSBC), Hang Seng Bank or JETCO by completing the steps below:
a) Select "Bill Payment" (**DO NOT settle the fee by payment transfer**);
b) Select "Education Institutions" and "The Hong Kong Polytechnic University"; then key in "01" as Bill Type;
c) Key in the **8-digit Debit Note Number** (in the format of "4xxxxxxx", you may check via the page "Payment of Fees" on the OAA system or refer to the "Notice of Payment");
d) Key in the amount (i.e. the amount payable printed on the "Notice of Payment");
e) Select your payment account;
f) Print the customer advice for record, log into the OAA system to declare the settlement of your payment before the deadline;
g) You may check your payment status **HERE** by entering your application number and debit note number after 3 working days.

Method 3 – PPS

Settle the fee by PPS internet by the following steps below:
a) Log into the OAA system;
b) Log into the page "Payment of Fees" and click "Online Payment Now" to access Online Payment Platform;
c) Click "Pay Online Now" to select payment method;
d) Select "PPS" and then click "Proceed Payment" under Payment Method page;
e) Enter your "8-digit PPS Account Number or PPS Account Name" and "PPS Internet Password;
f) Check the "General Terms and Conditions of Use" and click "Submit" for payment;
g) Print or save the confirmation page after the transaction for your own record. The School may request the confirmation page as a payment proof if necessary;
h) You may check your payment status **HERE** by entering your application number and debit note number after 3 working days.

You may also get the 8-digit Debit Note Number (in the format of 4xxxxxxx) by following steps a) to b) and settle the fee via "PPS" by phone (Merchant code: 77), please refer to **www.ppshk.com** for details.

Method 4 – Internet Banking Bill Payment Service

Settle the fee via the Internet Banking Bill Payment Service of the following banks by completing the steps below:

a) Log into the internet banking and select "Bill Payment Service", (**DO NOT settle the fee by payment transfer**);
b) Add "New Merchant", select "Education Institutions" as category and "The Hong Kong Polytechnic University" as payee; then select "01" as bill type;
c) Key in the Bill Payee Account No., i.e. the **8-digit Debit Note Number** (in the format of "4xxxxxxx", you may check via the page "Payment of Fees" on the OAA system or refer to the "Notice of Payment");
d) Select your payment account and key in the amount payable (i.e. the amount payable printed on the "Notice of Payment") and payment date;
e) Print or save the confirmation page after the transaction; log into the OAA system to declare the settlement of your payment before the deadline.
f) You may check your payment status **HERE** by entering your application number and debit note number after 3 working days.

Bank Name	Website	Hotline
Bank of China (Hong Kong)	www.bochk.com	3988 2388
Bank of Communications	www.bankcomm.com.hk	3989 5559
Bank of East Asia	www.hkbea.com	2211 1333
Citibank	www.citibank.com.hk	2860 0333
China CITIC Bank International	www.cncbinternational.com	2287 6767
Dah Sing Bank	www.dahsing.com	2828 8168
DBS Bank (Hong Kong)	www.dbs.com.hk	2290 8888
Fubon Bank	www.fubonbank.com.hk	2566 8181
Hang Seng Bank	www.hangseng.com	2822 0228
The Hongkong and Shanghai Banking Corporation Limited	www.hsbc.com.hk	2233 3000
Shanghai Commercial Bank	www.shacombank.com.hk	2818 0282
Standard Chartered Bank (Hong Kong)	www.sc.com/hk	2886 8888
OCBC Bank (Hong Kong)	www.ocbc.com.hk	2815 1123
CMB Wing Lung Bank	www.cmbwinglungbank.com	2309 5555

Method 5 – Cash / Crossed Cheque (ONLY applicable to payment at Hang Seng Bank counter)

If you wish to make your payment by cash / crossed cheque, you are required to obtain the bank-in-slip from the School via email before settling the payment at Hang Seng Bank.

Steps are as follows:

a) At least three working days before the payment deadline), send your full name (as shown on your HKID card) and Application Number (**26xxxxxxS**) via email to cpce.ar@cpce-polyu.edu.hk, with subject "Request for bank-in-slip". The bank-in-slip (in PDF format) will be sent to you via email in the next working day.
b) You should print the bank-in-slip using a plain A4 paper and bring it along to any Hang Seng Bank with counter service for payment by cash or a crossed cheque before the deadline. The crossed cheque should be made payable to "The Hong Kong Polytechnic University" with your name, Application Number (**26xxxxxxS**) and the **8-digit Debit Note Number** (printed on the "Notice of Payment" and in the format of "4xxxxxxx", you may check via the page "Payment of Fees" on the OAA system or refer to the "Notice of Payment") written on the back of the cheque.

> **DO NOT deposit the cheque via the Quick Cheque Deposit Machine or drop the cheque into the collection box at the bank**.

If your cheque could not be cashed, you must inform the School immediately and settle the remaining tuition fee within one working day, or else you will be regarded as giving up your study place. You need to pay a handling fee of HK$200, should your cheque could not be cashed.

c) Keep the payment receipt for verification / proof of the payment; log into the OAA system to declare the settlement of your payment before the deadline;
d) You may check your payment status **HERE** by entering your application number and debit note number after 3 working days.

學費 — 繳費指引及方法
(2026/27 新生適用)

重要事項：

1. 你的學費餘款資料，包括「**八位數字的繳費單編號**」（格式為 "4xxxxxxx"，與註冊費的賬單號碼不同）、「**應繳付學費金額**」及「**最後繳款日期**」，將在銀行清算註冊費付款並成功申報已繳付註冊費後於 OAA 顯示（若透過 PolyU 網上付款系統使用轉數快（FPS）付款，OAA 已自動申報你的繳費）。
2. 請參閱下列《繳費方法》。由於銀行處理賬項過戶需時，請於最後繳款日期前至少**兩個工作天**安排付款。學院建議你使用簡易的繳費方法，如自動櫃員機（ATM）、轉數快（透過 PolyU Online Payment Portal 繳費）、繳費靈（PPS）或網上銀行服務繳交學費，以確保方便。
3. 你必須在最後繳款日期或之前一次過繳付全數「應繳付金額」及正確輸入你的「的繳費通知單編號」，否則該付款會被視作不完整及無效，電腦系統將無法處理該款項。若你經由自動櫃員機／轉數快／繳費靈／網上銀行服務所繳交之款項無效，或支票未能過數，你須繳付手續費HK$200，否則你的學籍會被取消。
4. 所有已繳交的費用一律**不可轉讓或退款**。

《繳費方法》

方法 (1) 轉數快 (FPS)

a) 登入網上入學申請系統（OAA）；
b) 於「繳費詳情」點擊「網上付款」以進入 Online Payment Platform；
c) 點擊「Pay Online Now」以選擇付款方式；
d) 於「付款方法」網頁選擇「FPS」並點擊「Proceed Payment」；
e) 使用你的手機應用程式掃瞄二維碼；
f) 系統會顯示繳款成功或失敗的頁面。如繳款成功，請截圖/ 儲存/ 列印繳款確認頁面以作紀錄，再點擊「Next 」，系統將轉至 OAA 頁面。
g) 成功繳款後，OAA 的繳費狀況將立即更新為「已繳付」。

方法 (2) 自動櫃員機繳費服務（ATM）

利用貼有「繳費服務」或「繳費易」標誌的恒生銀行、香港上海滙豐銀行或銀通JETCO自動櫃員機繳費：

a) 選擇「繳費服務」，切勿以「轉賬」繳費；
b) 選擇「教育機構」及「香港理工大學」，再輸入賬單類別「01」；
c) 輸入賬單號碼，即八位數字的繳費通知單編號 (格式為「4xxxxxxx」， 請於網上入學申請系統（OAA）「繳費詳情」查閱或參閱「繳費通知單」)；
d) 輸入付款金額，即學費單上的「應繳付學費金額」；
e) 選擇支賬戶口；
f) 列印及保留繳費收據，作為付款證明，並於限期前在網上系統 OAA 申報已繳費。
g) 繳費三個工作天後，你可於此網頁輸入申請編號及繳費通知單編號，以查看繳費狀況。

方法 (3) 繳費靈（PPS）

利用「繳費靈」網上繳費：

a) 登入網上入學申請系統（OAA）；
b) 於「繳費詳情」點擊「網上付款」以進入Online Payment Platform；
c) 點擊「Pay Online Now」以選擇付款方式；
d) 於「付款方法」網頁選擇「PPS」並點擊「Proceed Payment」；
e) 輸入你的"8-digit PPS Account Number or PPS Account Name"以及"PPS Internet Password；
f) 檢查"General Terms and Conditions of Use"並點擊"Submit"以進行付款；

g) 列印繳費收據作為記錄。有需要時，學院會要求你出示該繳費收據，作為付款證明；
h) 繳費三個工作天後，你可於此網頁輸入申請編號及繳費通知單編號，以查看繳費狀況。

你亦可以按照 a)及 b)步驟以取得八位數字的繳費通知單編號（格式為 4xxxxxxx）並利用「繳費靈」電話服務繳費（商戶編號：77），詳情請參閱 **www.ppshk.com**。

方法 (4) 網上銀行服務

在以下所列出之網上銀行服務繳交學費：

a) 登入所屬網上銀行，然後選擇「繳費服務」，切勿以「轉賬」繳費；
b) 於「新增商戶」選擇「教育機構」，再選擇「香港理工大學」；
c) 選擇賬單類別「01」；
d) 輸入賬單號碼，即八位數字的繳費通知單編號（格式為 「4xxxxxxx」，請於網上入學申請系統（OAA）「繳費詳情」查閱或參閱「繳費通知單」)；
e) 選擇支賬戶口，然後輸入學費單上的「應繳付學費金額」；
f) 列印 / 儲存附有參考編號的確認畫面，作為付款證明，並於限期前在網上系統 OAA 申報已繳費；
g) 繳費三個工作天後，你可於此網頁輸入申請編號及繳費通知單編號，以查看繳費狀況。

銀行	網頁	查詢熱線
中國銀行（香港）	www.bochk.com	3988 2388
交通銀行	www.bankcomm.com.hk	3989 5559
東亞銀行	www.hkbea.com	2211 1333
花旗銀行	www.citibank.com.hk	2860 0333
中信銀行（國際）	www.cncbinternational.com	2287 6767
大新銀行	www.dahsing.com	2828 8168
星展銀行（香港）	www.dbs.com.hk	2290 8888
富邦銀行	www.fubonbank.com.hk	2566 8181
恒生銀行	www.hangseng.com	2822 0228
香港上海滙豐銀行	www.hsbc.com.hk	2233 3000
上海商業銀行	www.shacombank.com.hk	2818 0282
渣打銀行（香港）	www.sc.com/hk	2886 8888
華僑銀行	www.ocbc.com.hk	2815 1123
招商永隆銀行	www.cmbwinglungbank.com	2309 5555

方法 (5) 現金／劃線支票（只限恒生銀行櫃位付款）

你須先以電郵向本院索取**學費餘款的銀行入數紙**，然後到恒生銀行櫃位繳費：

a) 於繳費限期三個工作天之前，將姓名（須與香港身份證相符）及申請編號（**26xxxxxxS**）電郵至：cpce.ar@cpce-polyu.edu.hk，標題註明「索取學費餘款的銀行入數紙」。本院將於下一個工作天內把入數紙（PDF 檔）發送到你的電郵。
b) 請自行列印入數紙在空白的A4 紙上，並於繳費限期前到任何一間設有櫃位服務的恒生銀行，以現金／劃線支票繳費。劃線支票抬頭為「香港理工大學」，於支票背面寫上姓名、申請編號（**26xxxxxxS**）及八位數字的繳費通知單編號（格式為 「4xxxxxxx」，請於網上入學申請系統（OAA）「繳費詳情」查閱或參閱「繳費通知單」）。

切勿使用自助入票機付款或把支票放入支票收集箱內。

如支票未能兌現，你必須立刻通知本院，並須在一個工作天內以其他支票或其他方式繳付學費餘款，否則將被視為放棄學位。凡支票未能兌現情況，銀行會收取手續費HK$200。

c) 保留繳費收據，作為付款證明，並於限期前在網上系統 OAA 申報已繳費。
d) 繳費三個工作天後，你可於此網頁輸入申請編號及繳費通知單編號，以查看繳費狀況。