

**HONG KONG BAPTIST UNIVERSITY**  
**FINANCE OFFICE**  
**MEMO**

To : All Students  
 From : Finance Office  
 Date : 31 January 2019

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

Due to relocation of the Finance Office to the Tsuen Wan Campus, we would like to advise you of the following new arrangements with effect from 1 February 2019:

Forms/documents	New submission arrangement	New collection arrangement
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>	<ul style="list-style-type: none"> <li>• 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 (No.28) at Room 206 Fong Shu Chuen Library at Ho Sin Hang Campus; or drop-in box (No.006) at Room 101 Academic and Administration Building, Baptist University Road Campus; <u>OR</u></li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>In person</u>                You may collect the certified document at the counter of the Academic Registry (for undergraduate students) or the Graduate School (for postgraduate students) upon receipt of an e-notification sent to your email address by the Finance Office; <u>OR</u></li> <li>• <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.</li> </ul>

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

Thank you very much for your kind attention and cooperation.



Edmund Li