

## Regulations on Tuition Fee Payment

All students are obliged to settle their full tuition fee **STRICTLY** on or before the due date(s) according to the payment schedule of the programme enrolled.

- Overdue Payment of Tuition Fees
  - cessation in using campus facilities
  - assessment of assignments will be suspended
  - barred from taking examinations
  - attendance will not be counted
  - immediate suspension of study; overdue payment after 7 working days will result in auto-withdrawal and cancellation of studentship
  - settlement of overdue tuition fee after auto-withdrawal does not lead to automatic revival of studentship
  
- Tuition Payment Methods and Instructions

Tuition Payment Methods	Full-time Programme	Full-time Programme (for International Education only)	Part-time Programme
Online Payment Platform ('OTFA')	✓	✓	✓
JETCO ATM	✓	✓	✓
EPS	✓	✓	✓
Crossed cheque	✓	✓	✓
On-site Payment by Credit card (Visa/Mastercard)	Not available	✓	✓

### 1. Online Payment Platform ('OTFA')

Login Single Sign-On ('SSO'), select "Online Tuition Fee" ('OTFA'), and click "Pay Now" to make the payment. Save or capture a screenshot of the payment screen as a proof of payment.

*OTFA supports payment by Credit Cards (Visa / Mastercard / UnionPay / JCB), Fast Payment System ('FPS'), BoC Pay (limited to payments of HKD\$10 000 or below), AlipayHK, Alipay and WeChat Pay.*

## 2. JETCO ATM

Visit the ATM with [JET Payment Service] logo > Select [Bill Payment] > Enter Merchant code [9277] > Enter [01] as Bill Type > Enter [Billing No.] (which is unique for each installment and can be obtained in OTFA) > Enter payable amount. Keep the receipt as proof of payment.

## 3. EPS or Crossed Cheque

Visit campus counters (HKCT Jockey Club Undergraduate Campus or Mong Kok East Campus or Tsuen Wan Learning Centre) with the payment notice and student ID card. Cheque should be made payable to **“HKCT INSTITUTE OF HIGHER EDUCATION LIMITED”** for CTIHE programmes; to **“HONG KONG COLLEGE OF TECHNOLOGY”** for CT-accredited local programmes; to **“HONG KONG COLLEGE OF TECHNOLOGY INTERNATIONAL LIMITED”** for programmes collaborated with an overseas university. The student’s name, student id number, programme code, and contact number should be written clearly at the back of the cheque.

## 4. Cash and postdated cheque are not accepted.

Remarks:

1. The institute reserves the right to revise the amount of tuition fee without prior notice, which are not refundable or transferred. Where an installment is settled before its due date, it will be regarded as being settled on the due date and will incur no interest.
2. Please note that some payment methods do not provide real-time transfer arrangement. In order to ensure that tuition fees are successfully credited on or before the due date, students should allow sufficient time to transfer the payment in advance to avoid any unnecessary misunderstandings.
3. The office hour of campus counters can be found on the HKCT website ([www.hkct.edu.hk/en/learning-teaching/campuses](http://www.hkct.edu.hk/en/learning-teaching/campuses)) under “Opening hours and services of RECEPTION counter”. If there are any changes to the office hours, announcements will be made via "SSO" > "Blackboard" (<http://portal.hkct.edu.hk>).

### ● Student Financial Assistance

The Government has offered a variety of student financial assistance schemes to ensure that eligible students at different levels of study have access to education. You can visit the HKCT website ([here](#)) to learn about the schemes available for the programme you are enrolled in.

### ● Financial Difficulties

Students may be granted deferral of payment only in cases of severe financial difficulties. Students must contact Department of Student Development at least **SEVEN** working days before the payment due date to apply for deferral of payment. Pending confirmation from Student Finance Office on tuition fee assistance is not a valid reason for deferral of payment.