

Payment Methods for Students (in Hong Kong):

1. Cheque

- (i) A crossed cheque made payable to “The Hong Kong Academy for Performing Arts”:
 - mail to the Accounts Office of the Hong Kong Academy for Performing Arts at 1 Gloucester Road, Wanchai, Hong Kong; or
 - deposit through Cheque Deposit Machine of Bank of China (Hong Kong), please enter “**Bill Payment Services**”, select “**The Hong Kong Academy for Performing Arts**”, enter Bill Type “**01**” and Payment Number (printed on student invoice).
- (ii) Please write down Student Name, Student No. (printed on student invoice) and Invoice No. on the back of the cheque.

2. PPS

- (i) Dial telephone number 18011 (English) / 18013 (Cantonese) for bill registration and 18031 (English) / 18033 (Cantonese) for payment.
- (ii) Payment can also be made via PPS website <http://www.ppskh.com> or download “PPS on Mobile” App.
- (iii) Enter the Academy’s PPS Merchant Code “**9775**”, Bill Type “**01**” and Payment Number (printed on student invoice).

3. JETCO ATM

- (i) Cardholders of JETCO member banks can make payment through JETCO ATM.
- (ii) Select “**Bill Payment**”, enter the Academy’s Merchant Code “**9154**”, Bill Type “**01**” and Payment Number (printed on student invoice).

4. Internet Banking of Bank of China (Hong Kong)

- (i) Account or credit card holders of Bank of China (Hong Kong) can make payment through Bank of China website <http://www.bochk.com>.
- (ii) Enter “**Bill Payment Services**”, select “**The Hong Kong Academy for Performing Arts**”, enter Bill Type “**01**” and Payment Number (printed on student invoice).

5. Cash

- (i) Payment by cash will be accepted at the Academy’s Cashier Office at G/F, Administration Block.
- (ii) The opening hours of the Academy’s Cashier Office are as follows:

Monday to Friday	9:00 am – 12:30 pm and 1:30 pm – 5:00 pm
Saturday, Sunday and Public Holiday	closed

Payment Methods for Students (Outside Hong Kong):

1. By HKD Bank draft

- (i) A **HKD** Bank Draft made payable to “The Hong Kong Academy for Performing Arts” can be mailed by registered post to the Accounts Office of the Hong Kong Academy for Performing Arts at 1 Gloucester Road, Wanchai, Hong Kong.
- (ii) Please write down Student Name, Student No. (printed on student invoice) and Invoice No. on the back of the bank draft.

2. By Telegraphic Transfer

- (i) Make payment by bank remittance or wire transfer with the following information:

Name of bank:	Bank of China (Hong Kong) Limited
Bank account number:	012-875-00525556
Bank account name:	The Hong Kong Academy for Performing Arts
Bank address:	Shop 1021, United Centre, 95 Queensway, Hong Kong
SWIFT code:	BKCHHKHH

- (ii) Student Name, Student No. (printed on student invoice) and Invoice No. **MUST** be quoted in the remittance advice for identification.
- (iii) Please pay **EXTRA HK\$250.00** for bank remittance and administration charges. In case bank charges incurred are in excess of HK\$250, the shortfall should be recovered from the student.

Remarks: For all electronic transactions in Hong Kong, please note that there is a time lag between payment and bank data transmission to the Academy and it may take 1-3 working days to update the student records. Please keep a copy of the pay-in-slip, internet payment advice or bank receipt as a proof of payment.