**Certification of Payment of Tuition Fee**

**For Cash or Cheque Payment at Hang Seng Bank**

If you had settled your tuition fee at any branch office of the Hang Seng Bank Ltd, you should have received a payment receipt copy of the settled debit note from the Bank.

**For Bill Payment using ATM**

If you had settled your tuition fee by Bill Payment facility via any local ATM terminals of Hong Kong Bank, Hang Seng Bank or JETCO group, you should have received a payment transaction advice from the terminal as your payment receipt.

**For PPS, Internet Banking Bill Payment, Credit Card Payment System, FPS and Flywire**

If you had settled your tuition fee by above electronic means, no hardcopy payment receipt but a reference number was provided to you after the payment transaction. In this regard, Finance Office has provided an on-line facility as mentioned below for you to view and print out the payment record of your debit notes so that you can use the print out as a copy of your tuition fee payment receipt.

**Online Facility for Enquiry of your Tuition Fee Payment Information**

With effect from mid February 2005, you can print out a hardcopy of the web page showing details of your settled debit note through Student Account Portal at Finance Office website (For Students in Taught Programmes: <https://www40.polyu.edu.hk/fosae/> OR Research Students: <https://www40.polyu.edu.hk/fosae/pages/rologin.jsf>) under the ‘Fees and Receipts' facility in the portal (See 2 steps below)  
  
1. Select the 'Paid Fees' tab and click the 'Print Receipt' hyperlink in each debit note you want to print.   
2. A print friendly version of the receipt will pop up and click on the words 'Print friendly version' to print it.and use it as tuition fee payment receipt when needed.

The fee payment information shown on the webpage hardcopy can be verified by a third party via Internet through the Finance Office’s website at <https://www.polyu.edu.hk/fo/students/fee-and-payment> > Verify Fee Payment by Third Party by keying in your student no. and debit note no. concerned. If there is any query, the concerned party can contact Finance Office at 3746 0768 or 3746 0659 during normal office hours or email to [fostud@polyu.edu.hk](mailto:fostud@polyu.edu.hk).

For **graduates who do have access to the enquiry facilities**, they can print tuition receipts at the aforesaid online facility where outside parties can verify fee payment information through the Finance Office website at <https://www.polyu.edu.hk/fo/students/fee-and-payment> > Verify Fee Payment by Third Party by keying in concerned student no. and debit note no..

**Request for Issue of Certificate of Payment of Tuition Fee**

For graduates who do not have access to the enquiry facilities nor records of their debit note or non-local students who need Finance Office to prepare a certificate of payment of tuition fee, they can complete and return the attached Form FO-IC4(06/2022) to the Finance Office’s Cashier Counter (located at VA205 in the Campus) or send an email to [fostud@polyu.edu.hk](mailto:fostud@polyu.edu.hk). Finance Office will prepare the payment certificate for collection at the Cashier Counter during normal office hours within 5 working days from receipt of completed request form.

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|  | THE HONG KONG  POLYTECHNIC UNIVERSITY  香港理工大學 |

To: Finance Office

Request for Certificate of Payment of Tuition Fee

I am a non-local student / was a graduate in Academic Year . I would like to receive a Certificate of Payment of Tuition Fee.

by collection at the Cashier Counter, or

by post to my Residential address as per student record.\* (Please tick an appropriate box)

\* If you have a new address, please update it via eStudent (www38.polyu.edu.hk/eStudent/).

The following information is provided for your reference:

Student Name: (English)

(中 文)

Student No.:

Department:

Course Code:

Course Name:

Academic Year: 20 - 20 aa

Contact No.:

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student:

Date:

Form FO-IC4(06/2022)