

Non-means-tested Loan Scheme for Post-secondary Students (“NLSPS”)

Points to Note for Paying Administrative Fee

Points to Note:

- Applicants who have already paid the administrative fee during the application process are **NOT required** to pay the fee again upon submission of loan documents.
- Payment by cheque, online transfer or PPS is **NOT** acceptable.

(A) Administrative Fee for the 2025/26 Academic Year HK\$248

(B) Payment Methods

1. **Paying Online Immediately (Online Payment by Credit Card, Faster Payment System (“FPS”) or Google Pay)**

During the online application, please choose “Pay Online Immediately” under “Payment Method” at “Step 5” and follow the instructions on the webpage to pay the administrative fee by credit card, FPS or Google Pay.

- Only Visa, MasterCard, China UnionPay, JCB, FPS and Google Pay are accepted for the online payment (Note: FPS is **different from** online bank transfer. Payment by online bank transfer will **not be accepted**).
- Visa, MasterCard, China UnionPay and JCB offer additional security programs to give their cardholders extra protection when they make online payments. For details, please visit the websites of Visa, MasterCard, China UnionPay and JCB, and check with your credit card issuers.
- For further details regarding online payment, please refer to [FAQs about GovHK Online Services - Online Payment](#).

OR

2. **Through Bank Automated Teller Machines (“ATM”) of the Hongkong and Shanghai Banking Corporation (“HSBC”) or Hang Seng Bank**

Transfer the administrative fee to the bank account of the Student Finance Office (“SFO”) by following the steps below:

- Select “Transfer” and the account from which the transfer is to be made;
- Select “Other Account” and then enter the beneficiary account number “044-171635-001”;
- Enter the transfer amount “HK\$248”;
- Choose “Issue advice” and take the transaction advice (please refer to **Sample 1**).

OR

3. **Paying Cash in Person at Branch of HSBC**

Pay the administrative fee in cash to SFO’s bank account “044-171635-001” at any branch of HSBC, and keep the original transaction advice or account deposit form (please refer to **Samples 2 & 3**).

For payment of administrative fee through ATM or the HSBC branch, please upload the payment proof during online application. For details, please refer to **Part (C)**.

(C) Uploading Administrative Fee Payment Proof

(only applicable to applicants paying administrative fee through ATM or the HSBC branch)

1. After payment of administrative fee, please write down the HKID Card number of the applicant on the concerned original transaction advice, account deposit form or ATM transaction advice (please refer to **Samples 1 to 3**).
2. During the online application, please enter the administrative fee payment details and upload the softcopy of the payment proof in PDF, JPG or JPEG file format at “Step 5” of the online application.
3. **Please keep the original copy of the administrative fee payment proof properly** and consider making a photocopy for record.
4. The SFO may request applicants to submit the administrative fee payment proof in original. In case of any disputes, the decision of the SFO will be final.

Sample 1: ATM Transaction Advice of HSBC or Hang Seng Bank

Transaction Date and Time

**Transaction
Reference Number**

HKID Card Number

HKID Card Number

**Transaction
Reference Number**

Transaction Date
and Time

Transaction Time

Transaction Date

Transaction
Reference Number- **HKID Card Number**