

Non-means-tested Loan Scheme for Full-time Tertiary Students (“NLSFT”)

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\$328 (for which HK\$248 is the administrative fee levied by the Student Finance Office (“SFO”) and HK\$80 is the handling charge levied by respective institution)

(B) Payment Methods

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

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 or FPS.

- Only Visa, MasterCard, China UnionPay, JCB and FPS 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 “044-171080-001”;
- Enter the transfer amount “HK\$328”;
- 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 “044-171080-001” 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.

Samples of Administrative Fee Payment Proof

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

HSBC 滙豐

Customer Advice 通知書

Hong Kong 香港

戶口號碼: 112-*****-***

日期及時間: 2018年1月29日 13:10

交易類別: 轉帳

入賬戶口: 044-171080-001

戶口名稱: WFSFA*****FT-AF

金額: 港幣328.00

交易狀況: 成功

備考: 5003

備註: 為保安理由, 部份戶口號碼/名稱以*顯示。

Transaction Date and Time

Transaction Reference Number

HKID Card Number

Sample 2: Transaction Advice of HSBC

HSBC 滙豐

Transaction Advice 交易通知書

Hong Kong 香港

Transaction Type 交易類別

Cash 現金

Cheque 支票

Transfer 轉帳

DEPOSIT

Account No. 戶口號碼

Amount 金額

Remarks 備註

044-171080-001

HKD328.00CR

A123456(7)

Reference 備考

5003

21May2014 14:42

Transaction Reference Number

Transaction Date and Time

Sample 3: Account Deposit Form of HSBC

The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

HKD

HK DOLLAR ACCOUNT DEPOSIT FORM 港幣戶口存款單

Please tick ONE option only 請只選一項

☒ Cash 現金

☐ Transfer 轉帳

☐ Cheque 支票

☐ Cash and Cheque 現金及支票

Cheque No. 支票號碼

Bank Branch 銀行/分行

Drawer 出票人

Cash 現金

Account Number to be Credited 收款戶口號碼

Total Amount 總金額

Name of Account to be Credited 收款戶口名稱

180CT16 6D92A 16:19 044-171080-001 C *328.00CR CDS

642 WFSFA(SFO)-NI SFT-AF

Transaction Date

Transaction Time

Transaction Reference Number

HKID Card Number