

Working Family and Student Financial Assistance Agency
Student Finance Office
Extended Non-means-tested Loan Scheme (ENLS)
Points to Note for Paying the Administrative Fee

The administrative fees payable in the 2020/21 academic year by eligible students are set out in the following table:

Students of	On each application	Remarks
<ul style="list-style-type: none"> ● University Grants Committee (UGC)-funded Institutions¹ ● Hong Kong Institute of Vocational Education (IVE) and Hong Kong Design Institute under the Vocational Training Council 	HK\$ 260	The amount covers an administrative fee of HK\$180 payable to the Government and a one-off handling charge of HK\$80 for each application payable to your institution.
<ul style="list-style-type: none"> ● The Open University of Hong Kong (including Li Ka Shing School of Professional and Continuing Education) ● Schools of Professional and Continuing Education of UGC-funded Institutions / other member institutions under the Vocational Training Council ● Diploma Yi Jin ● Other Eligible Institutions/Course Providers 	HK\$ 180	—

You can choose one of the following methods to pay the administrative fee before the submission of ENLS application to the Student Finance Office (the SFO):

1. Pay the administrative fee (**HK\$260 or HK\$180**) in cash to the SFO's bank account at the Hong Kong and Shanghai Banking Corporation (HSBC) (payment by cheque is **NOT accepted**), **the account number is "044-171635-001"**. You should keep the original bank transaction advice/account deposit form, and then write your name and Hong Kong Identity Card Number on the back of the bank transaction advice/account deposit form.

OR

2. Transfer the administrative fee to the SFO's account through **automatic teller machines (ATM)** of HSBC. **Please follow the steps below:**
 - **choose the "Transfer" service;**
 - **key in the account number "044-171635-001", then the amount HK\$260 or HK\$180, as appropriate;**
 - **press "Yes" for "Do you need to take a transaction advice?";**
 - **transaction ends and take the ATM transaction advice; and**
 - **write your full name and Hong Kong Identity Card Number on the back of the original ATM transaction advice**

Please note that if you fail to submit the original bank transaction advice / account deposit form / ATM transaction advice during your submission of ENLS loan application, you have to apply for a bank statement from HSBC showing the transaction concerned. **Payment by cheque or PPS is NOT accepted.**

¹ UGC-funded institutions include the University of Hong Kong, the Chinese University of Hong Kong, the Hong Kong Polytechnic University, Hong Kong Baptist University, City University of Hong Kong, the Hong Kong University of Science and Technology, Lingnan University and the Education University of Hong Kong.