

Extended Non-means-tested Loan Scheme (“ENLS”)

Points to Note for Paying Administrative Fee

(A) Administrative Fee for the 2024/25 Academic Year (“AY”)

An administrative fee is chargeable for each application and each loan account. The administrative fees payable in the 2024/25 AY are set out in the following table:

Students of	On applications	Remarks
<ul style="list-style-type: none"> • University Grants Committee (“UGC”) - funded Institutions¹ • Hong Kong Institute of Vocational Education (“IVE”), Hong Kong Design Institute and Hong Kong Institute of Information Technology under the Vocational Training Council 	HK\$ 296	The amount covers an administrative fee of HK\$216 payable to the Government and a one-off handling charge of HK\$80 for each application payable to the institution.
<ul style="list-style-type: none"> • The Hong Kong Metropolitan University (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 of Applied Education / Diploma Yi Jin • Other Eligible Institutions / Course Providers 	HK\$ 216	—

(B) Payment Methods

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

During the online application, please choose “Pay Online Immediately” under “Payment Method” at “Step 6” and follow the instructions on the webpage to pay the administrative fee with a credit card or by FPS.

- Only Visa, MasterCard, China UnionPay and JCB are accepted for the online payment with credit card.
- 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](#).

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.

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\$296” or “HK\$216”;
- Choose “Issue advice” and take the transaction advice (please refer to **Sample1**).

OR

3. Paying Cash in Person at Branch of HSBC

Pay the administrative fee (HK\$296 or HK\$216) **in cash** to the SFO’s bank account “044-171635-001” at any branch of the 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)**.

****Attention: Payment by cheque, online transfer or PPS is NOT acceptable.****


(C) Upload 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 6” 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



滙豐

Customer Advice 通知書

戶口號碼:

Hong Kong 香港

HSBC 05817

日期及時間:	2016年11月9日 09:24	←
交易類別:	轉賬	
入賬戶口:	044-171635-001	
戶口名稱:	WFSFAA(SFO)--ENL S-AF	
金額:	港幣 216.00	
交易狀況:	接納	
備考:	SBA0	←

備註:

為免安理由, 部份戶口號碼/名稱以*顯示。

A123456(7)

←

Issued by The Hongkong and Shanghai Banking Corporation Limited
由香港上海滙豐銀行有限公司刊發

* See reverse side
請參閱背面

Transaction Date and Time

**Transaction
Reference Number**

A123456(7)

HKID Card Number

Sample 2: Transaction Advice of HSBC

Transaction Advice 交易通知書		Hong Kong 香港	
Transaction Type 交易類別 DEPOSIT		Cash 現金 ***	Cheque 支票 Transfer 轉帳
Account No. 戶口號碼 044-171635-001 NFSFAR(SFO)-ENLS-AF	Amount 金額 HKD210.00CR	Remarks 備註 A123456(7)	

HKID Card Number

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

HK "OLLAR ACCOUNT DEPOSIT FORM 港幣戶口存款單

Please fill in the following details 請填明下列資料

Pay to the order of 匯款人姓名 Cash 現金 Transfer 匯款 Cheque 支票 Cash and Cheque 現金及支票

From 由 HKD 港幣

Change No./Transfer from 匯款單號碼/轉入 Bank/Branch 銀行/分行 Drawer 匯款人 Cash/零支

Amount Number to be Credited 匯入戶口金額

Total Amount 總金額

Name of Account to be Credited 匯入戶口名稱

Verbal Description 匯款用途

20EC16 6987A 14:19 *1516.00 CFS

747 WFA(SFO)-ENLS-AE

Account Type 客戶戶口種類 Savings Account 儲蓄戶口 Current Account 現款戶口

Note: 1. Cheques must be paid to the order of the beneficiary. 2. The bank reserves the right to provide the depositor's name to the beneficiary if an enquiry is received from the beneficiary. 3. The bank reserves the right to provide the depositor's name to the beneficiary if an enquiry is received from the beneficiary. 4. The bank reserves the right to provide the depositor's name to the beneficiary if an enquiry is received from the beneficiary.

Phone: (852) 2852 1111 Telex: HSBC HKG

Customer Advice 客戶建議

Transaction Date

Transaction Time

Transaction Reference Number

- HKID Card Number