

# 學費自動轉賬「直接付款授權書」填寫須知

## DIRECT DEBIT AUTHORISATION GUIDANCE NOTE

1. 家長須清晰地填寫「直接付款授權書」，如有填寫錯誤，必須在刪改的地方旁邊加簽作實。切勿使用塗改液修改。
  1. Parents should fill in the Direct Debit Authorisation Form clearly. Please sign next to the amendment(s) if any of it has been made. Do not use correction fluid to modify.
2. 全校學生之學費均須透過銀行以自動轉賬形式收取，請家長必須將已填妥的「直接付款授權書」正本直接交往支賬銀行，副本則交回班主任。
  2. Tuition fees for all students must be paid via bank autopay service. Please complete the Direct Debit Authorisation Form and hand it to the authorizing bank directly. A copy of it should be returned to the homeroom teacher.
3. 請於「銀行編號」一欄中填寫銀行存摺或月結單上所示之銀行編號。每間銀行均有所屬之銀行編號，例如：恒生銀行為「024」、滙豐銀行為「004」、渣打銀行為「003」、中國銀行為「012」、東亞銀行為「015」、中國建設銀行為「009」、星展銀行為「016」、中信銀行為「018」。
  3. In the box of “Bank No.”, please fill in the number which is shown on your Bank Saving Book or Bank Monthly Statement. Each bank has a unique bank code, for example, “024” for Hang Seng Bank, “004” for Hong Kong Bank, “003” for Standard Chartered Bank, “012” for Bank of China, “015” for East Asia Bank, “009” for China Construction Bank, “016” for DBS Bank, “018” for China Citic Bank.
4. 請於「付款人之姓名」一欄中以正楷填寫學生之英文姓名。
  4. In the Box of “Name of Debtor”, please fill in student’s English name.
5. 請於「支賬參考」一欄中填寫學生之身份證明文件號碼。
  5. In the Box of “Debtor’s Reference”, please fill in student’s ID card number.
6. 如家長為公務員並已向政府申請本地子女教育津貼 (Local Education Allowance)，只須在授權書的底部填上學生中、英文姓名、班別及班號，並在內加上「✓」號。
  6. If you are a civil servant and have already applied for Local Education Allowance from the government, you only need to put a “✓” in the box  shown at the bottom of the Direct Debit Authorisation Form, write down student’s Chinese and English names, class and class number.