

中華基督教會桂華山中學

「電子繳費系統」簡介

甲、簡介

「電子繳費系統」是利用自動化程序處理家長的應繳費用，優點包括：

1. 學生無需帶備現金回校。
2. 家長及學生可隨時透過本校 eClass 內聯網查閱學生賬戶的收支紀錄及結餘，了解各項繳費詳情。
3. 增值方法簡單方便。

透過「電子繳費系統」的繳費項目包括：

1. 手冊及簿費
2. 補充教材費
3. 課外活動費用
4. 家長教師會會費
5. 學生會會費及社費
6. 冷氣費
7. 雜項（如智能學生證、文具費、訂閱報章、高中堂費、畢業費等）

乙、增值方法

1. 以電話或網上繳費靈增值
2. 利用由學校派發的學生個人條碼，到 Circle K 便利店、VanGO 便利店或華潤萬家超市的櫃位以現金增值

丙、繳費安排

1. 校方於每年開學的學校通告發放「**電子繳費系統全年收費項目總表**」，當中詳列各項收費及繳付日期。
2. 家長需於九月中或以前按**收費項目總表**內的總金額為學生賬戶增值。
3. 家長可於增值後的第五個工作天，登入 eClass 內聯網核對增值記錄。
4. 校方將於指定的繳付日期透過 eClass 內聯網系統由學生賬戶收取應繳款項。
5. 家長可登入 eClass 內聯網檢視付費記錄。

丁、家長注意事項

1. 家長應確保學生賬戶存有足夠金額，否則必須盡快為賬戶增值。
2. 如學生參加個別收費活動，家長須另行按學校通告上所列的金額增值。
3. 學期終結時，學生賬戶的餘額會保留至下學年使用。
4. 學生賬戶將於學生離校時自動終止，剩餘金額將會以支票形式或現金全數退還予家長。

註 1：繳費靈商戶編號 **6499**

註 2：繳費靈終端機申請熱點 Circle K 便利店或 <http://www.ppskh.com/hkt/prt/Web/ch/>

CCC Kwei Wah Shan College
Introduction to 'ePayment System'

A. Introduction

'ePayment System' helps parents meet miscellaneous fees at the school automatically. The advantages include:

1. Students do not have to bring cash to school.
2. Parents and students can understand the payment details by checking the payment record and the balance of the student account via eClass at any time.
3. Top up method is simple and convenient.

Chargeable items for 'ePayment System' are as follows:

1. Handbook and exercise books fees
2. Supplementary materials fees
3. Extra-curricular activities fees
4. Parent-Teacher Association fees
5. School Union and House fees
6. Air-conditioning fees
7. Other fees (e.g. Smart Student ID Card, stationery, newspaper subscription, senior form Tong Fai, graduation fee, etc.)

B. Top up Method

1. Top up through PPS account by phone or internet.
2. Use the student personal barcode distributed by the school to top up by cash at the counters of Circle K, VanGo or Vanguard.

C. Payment Arrangement

1. The school will include the 'Annual Fee Items for ePayment System' with fee details and payment dates in the first school notice of the school year.
2. Parents are required to top up the student account with the total amount listed in the 'Annual Fee Items' on or before mid-September.
3. Parents can log in to eClass to check their top up record on the fifth working day after topping up.
4. The school will collect the fee from the student account on the designated payment day via eClass.
5. Parents can log in to eClass to check the payment record.

D. Notes to Parents

1. Parents should ensure that the student account has adequate amount of money, otherwise, they have to top up the account as soon as possible.
2. If students participate in a chargeable activity, parents have to add the fee amount listed in the notice to the student account on their own.
3. The remaining balance of the student account at the end of the school year will be brought forward to the following school year.
4. Student account will be terminated automatically once students leave school. The remaining balance in the student account will be returned to the parents by cheque or cash.

Note 1: PPS Merchant Code 6499

Note 2: PPS Registration Terminals are at designated Circle K convenience stores or <http://www.ppshk.com/hkt/prt/Web/en/>