

**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/>**