

Hong Kong Baptist University

Miscellaneous fees and charges for 2024-25

	2024-25 \$
1. Application fees (1 September)	
- Undergraduate student	
i) Local	450
ii) Non-local	450
- Sub-degree student	300
- Postgraduate student	
i) Local	450
ii) Non-local	450
- Visiting research student	450
2. Administrative fees (1 July)	
- Student visa and courier fee	600
- Study abroad programme	10% of tuition fee
- International (independent/visiting) students (other than study abroad programmes)	10% of tuition fee
- Exchange students (excluding visa and courier fee)	1,200
- Fee payment by credit card	
By payment amount	
i) \$1 - \$10,000	170
ii) \$10,001 - \$20,000	340
iii) \$20,001 - \$30,000	510
iv) \$30,001 - \$40,000	680
v) \$40,001 - \$50,000	850
vi) \$50,001 - \$60,000	1,020
vii) \$60,001 - \$70,000	1,190
viii) \$70,001 - \$80,000	1,360
ix) \$80,001 - \$90,000	1,530
x) \$90,001 - \$100,000	1,700
- Tuition fee payment by telegraphic transfer	300
- Refund of admission confirmation fee	
i) Taught postgraduate, postgraduate diploma/certificate	5,000
ii) Research postgraduate	5,000
- Exchange and visiting research postgraduate student (including visa fee)	1,800

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3. Transcript fees (1 September)

- Each official copy 70
- **Each unofficial student copy - undergraduate** N/A
- Courier service for overseas delivery of transcript - postgraduate
 - i) PRC, Macau and Taiwan 250/delivery
 - ii) Rest of the world 400/delivery

4. Testimonial fee (1 September)

- Normal issuance of testimonial 50
- **Testimonial for loss of diploma – undergraduate** N/A
- Courier service for overseas delivery of testimonial - postgraduate
 - i) PRC, Macau and Taiwan 250/delivery
 - ii) Rest of the world 400/delivery

5. Replacement charges (1 July)

- Student ID 100
- Staff ID 100
- Staff dependents ID 100
- Short-term Staff ID 50
- Parking permit 120
- Loss of electronic tag/card for campus parking 240
- Loss of electronic key card for learning commons/student amenities 150
- Loss of contractor's working reflective vest 150
- Issuance of replacement diploma 600

6. Examination fee (1 September)

- Research postgraduate student 2,000

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7. Late charges (1 September)

- Delay of tuition fee payment **500**
- (fixed charge)
- Late completion of official withdrawal for more than one month 300
- Late return of materials borrowed from the Language Learning Oasis
 - i) Overdue fine for 1st to 6th day 1/day
 - ii) Overdue fine for 7th to 37th day 3/day
(including fines of \$1/day for the first six days, thereafter \$3/day)
 - iii) Overdue Fine for Over 37 days 99 plus full
(If the borrowed material is overdue by more than 37 days, it is replacement
assumed to be lost. The fine will include the overdue fine of costs of
\$99 for 37 days plus the full replacement costs of the borrowed borrowed
material) materials
- **Late submission fee for research postgraduate student** **2,700**

8. Supplementary language course fee / deposit

- Chinese and English 400
- Putonghua 600

9. Continuation fee (1 September)

- Research postgraduate student 650
- Undergraduate student 300/semester

10. Others (1 July)

- Appeal fee (against academic decision) 200
- Certification service (per copy) 50
- Certification of tuition fee payments 50
- Reinstatement Fee for student status 400

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11. Fine (1 September)	
- Opening locker	20
- Loss of tuition pay-in-slip	20
- Late penalty charge for rejected or delayed payment by bank auto-pay	100
12. Medical consultation fee at university health centre (1 September)	
- Student	20
13. Dental annual scheme fee (1 September)	
- Student	155
14. Lockers (1 July)	
- Rental (steel lockers (65cm x 42.6cm x 28cm)	50
- Rental (steel lockers (90cm x 51.5cm x 30cm)	50
- Penalty for not returning locker/ illegal occupancy	100
15. Campus parking fee – motor vehicles (1 September)	
- Type I Parking Permit	
i) Period 1 September – 31 August	1,320
ii) Fees on pro-rata full month basis	Note
- Type II Parking Permit	
i) Period 1 September – 31 August	660
ii) Fees on pro-rata full month basis	Note
- Type III Parking Permit (per month)	165
- Type IV Parking Permit	
i) Period 1 September – 31 August	660
ii) Fees on pro-rata full month basis	Note

Note: A new hirer may pay parking fee during an academic year on a pro-rata full month basis, counting from the month of accepting the parking permit to 31 August each year.

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15. Campus parking fee – motor vehicles (1 September) (Cont'd)

- Visitors parking
 - Office hours*
 - i) First half an hour -
 - ii) Thereafter (including first half an hour) 30/hour
 - Non-office hours*
 - i) First half an hour -
 - ii) First three hours (including first half an hour) 24/hour
 - iii) Thereafter 30/hour
- *Office hours: From 7:00am to 5:00pm on weekdays*
**Non-office hours: From 5:00pm to 11:00pm on weekdays,*
7:00am to 11:00pm on Saturdays, Sundays and Public Holidays.
- Delivery or drop off
 - i) First half an hour -
 - ii) Over half an hour (including first half an hour) 30/hour

16. Unclamping charges for vehicle impounded (1 July)

- Unclamping charges 320
- Storing charges (after the first day) 320/day

17. Other charges for campus parking (1 July)

- Additional electronic tag/card 240
- Additional holder of electronic tag/card 36
- Parking fee during low utilisation periods 50/week

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18. Access to personal data by the Human Resources Office (1 July)

- Certification of employment records
 - i) Ex-employee departed for seven years or less
 - Electronic version 50/copy
 - Paper version 100/copy
 - ii) Ex-employee departed more than seven years
 - Electronic version 100/copy
 - Paper version 200/copy
- Certification of current employment (e.g. travel/visa applications etc.)
 - i) Standard: two working days (+) turn-around Free
 - ii) Express: ready in less than two working days
 - Electronic version 50/copy
 - Paper version 100/copy
 - iii) Same request more than once within a month
 - Electronic version 50/copy
 - Paper version 100/copy

19. Access to personal data by the Finance Office (1 July)

- Certification of Income (including benefits) of existing staff for previous financial years
 - Electronic version 150/copy/year
 - Paper version 300/copy/year
- Request for payroll & benefits related information for staff who have ceased employment:
 - Electronic version 150/search/year
 - Paper version 300/search/year
- Request for salary payment advice for existing staff:
 - i) More than 12 months (not available in BUniPort)
 - Electronic version 50/advice
 - Paper version 100/advice

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19. Access to personal data by the Finance Office (1 July) (cont'd)

- Request for Employer's Return for existing staff:
 - i) Previous tax assessment years (not available in BUniPort)
 - Electronic version 150/year
 - Paper version 300/year
- Certification of documents submitted to Finance Office (e.g. air tickets, boarding pass, medical bills, referral letter from doctor etc.) for:
 - i) Current financial year 50/appl'n
 - ii) Previous financial years 150/year

20. Personal services rendered by the Finance Office (1 July)

- Assist staff to complete Salaries Tax Return according to the information on the Employer's Return 100/return
- Face-to face consultation regarding tax matters and completing tax returns 100/half hour
- Fill in US mortgage form 50/form
- Arrange travel insurance for non-HKBU staff/student who is not covered under the standard insurance policy:-
 - i) Regular/standard quote 50/appl'n
 - ii) Special quotation required 100/appl'n
- Arrange personal travel insurance for HKBU staff and students 100/appl'n

21. Access to personal data

- Administration fee (per request for accessing data) 150
- Photocopying fee (per page) 5

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22. Administration fee for usage of University sports facilities	
- Loss of locker key	50/locker
23. Application fee / deposit for fitness room certificate	
- Refundable if applicant collects certificate within one month of issuance	100
24. Unreturned temporary sports centre user card	
- Failure to return temporary sports centre user card	100/card
25. Deposit/graduation fees (1 September)	
- Undergraduate & postgraduate	300 (exclusive of regalia rental)

Finance Office
14 May 2024