



23 June 2025

Introduction to Electronic Payment System – Alipay Hong Kong

In the spirit of home-school cooperation, our school keeps pace with society, support environmental protection, and improve school's administrative efficiency.

Starting from the 2025 – 2026 academic year, our school will issue electronic payment notices to parents when fees need to be collected. Parents are required to use the eClass Parent App to receive and sign the notices. Additionally, parents must install the AlipayHK App to make payments, and the payment method will be changed from the "Top Up mode" to the "Direct Pay mode," making the process faster and more convenient.

AlipayHK charges an administrative fee of HK\$15 per student annually, which will be fully covered by the school.

To assist parents in installing AlipayHK, installation and usage instructions are attached. Parents need to use AlipayHK together with the eClass Parent App to electronically pay for school fees such as tuition, book fees, and specific-purpose charges.

(1) Advantages of Using the Electronic Payment System

- Eliminates the risk of students losing cash brought to school.
- Saves time for teachers and students in handling payments.
- Parents and students can check payment details and account balances anytime via the school intranet or mobile app, and print receipts for office verification if needed.
- Payment methods are simple and diversified, making the process convenient and accurate.

(2) Electronic Payment Process

1. The school will notify parents of the fee items, amounts, and transfer dates via an "Electronic Payment Notice."
2. Parents should check if their AlipayHK account has sufficient funds to cover the payment; if not, please top up the AlipayHK account before the transfer date indicated in the notice.
3. On the transfer date, parents can electronically sign the payment notice via the eClass Parent App, which will directly connect to AlipayHK to complete the transaction.
4. Parents no longer need to deposit money into the student account on time; once the electronic notice is received, payments can be made directly via AlipayHK, which is convenient and fast.
5. If students need to apply for fee waivers, please submit proof of receiving Comprehensive Social Security Assistance (CSSA) or the Book Grant Scheme.

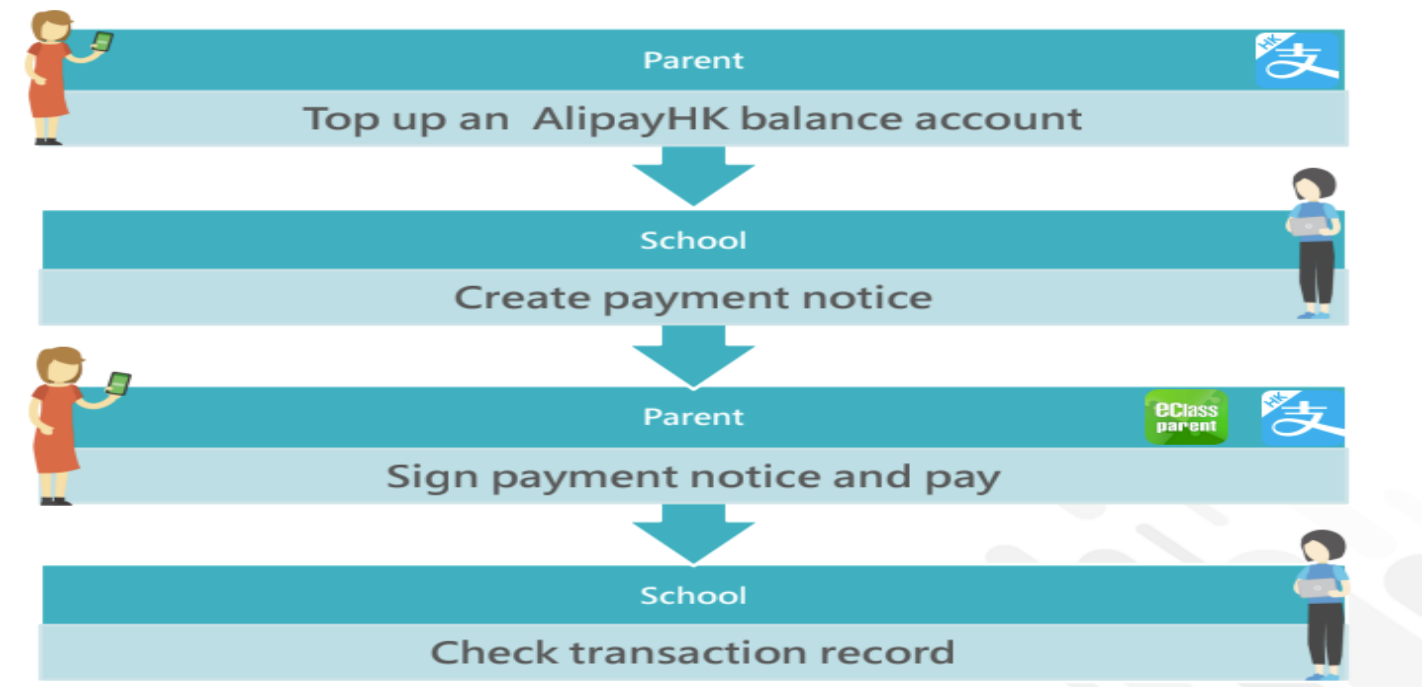
(3) Electronic Payment Process

For information on how to use the eClass payment system, please refer to the following video:



https://www.youtube.com/watch?v=1-H1ojX_GOE

ePayment Flow



Due to the cancellation of the current prepaid payment system for the next academic year, parents and students will no longer need to top up at OK Convenience Stores. Therefore, the school will carry out the refund procedures on June 30, 2025.

If the balance in the smart card account is **less than \$200, the refund will be made in cash**; for balances of **\$200 or more, refunds will be issued by cheque**. Parents are kindly requested to carefully verify the payee name (see attached page). If there are any changes, please submit the updated information directly to the school office on or before June 25, 2025.

For inquiries, please contact Mr. Ng Ka Lai. For other questions regarding the use of the application, you may directly call BroadLearning Education (Asia) Limited at 3913 3211.

Dr. Kai Sze Fai
Principal

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Reply Slip (To be returned to the form teacher by 25/6)

____ June 2025

I acknowledge the school's arrangements regarding the electronic payment system and will fully cooperate with the related measures.

Class: _____ No.: _____

Name of student: _____

Parent signature: _____



YAN OI TONG
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附件:

_____班 _____ ()家長:

貴子弟智能卡戶口的結餘為港幣: _____

智能卡戶口的結餘內含的費用，少於\$200，將以現金退還；\$200 以上的則會以支票退還。

本學將透過支票/ 現金的方式於 2025 年 6 月 30 日退回相關款項。

支票抬頭人姓名: _____、

更正後支票抬頭人姓名: _____

請家長小心核對抬頭人姓名（見附頁）。如有任何更改，請於 2025 年 6 月 25 日或之前將更新的資料直接交到校務處。如有垂詢，歡迎致電本校與吳家禮老師聯絡。

Attachment:

S _____ () parent:

The balance of your child's smart card account is HKD: _____

If the balance in the smart card account is **less than \$200, the refund will be made in cash**; for balances of **\$200 or more, refunds will be issued by cheque.**

The school will refund the relevant amount by cheque/cash on June 30, 2025.

Payee on the cheque: _____

Corrected payee name on the cheque: _____

Parents are requested to carefully check the name on the cheque (see attached page). If there are any changes, please submit the updated information to the school office by June 25, 2025. For inquiries, please contact Mr. Ng Ka Lai.