



Chief Principal

**Dr. Benjamin Chan Wai Kai**

Deputy Principal

**Mr. Eric Lo Chi Chung**

Assistant Principal (Primary Division)

**Ms. Jackie Chong Hiu Li**

4 June 2018

**Electronic Payment Issue (ePayment)**  
**(Only for 2018-19 G.1 Students)**

We would like to thank parents for submitting the form of “Direct Debit Authorization” to facilitate our collection of school fees. We have also established ePayment accounts for students on the eClass platform to collect miscellaneous fees which include the expenses of exercise books, Student Planner, supplementary exercises, consumable learning materials, local excursions, transportation cost for activities, dental care service, class photos, cost of enrollment in Music and Speech Festival etc. Parents please pay attention to the following arrangements:

1. The first value-adding of students’ ePayment accounts should be settled **by PPS system** on or before 3 September. If top up is needed in the future, the above mentioned procedure would be applied again. (Direct Debit can be used if auto payment account has been set up.) The method is as follow:
  - Please open a PPS Account. The attached “Electronic payment account set up procedures” is for your reference.
  - Please deposit \$1,200 in student’s ePayment account **on or before 3 September** through PPS system and **write down the transaction number** for reference. Details are as follow:
    - a. Merchant Code: 9779
    - b. Merchant Name: Hong Kong Baptist University Affiliated School  
Wong Kam Fai Secondary and Primary School
  - c. Account number: Input the eight digital number of student ID (200XXXXX). Please **refer to the “Parent Pick-up Card” which indicates the student ID will be distributed on 27 August.** If parent will not attend the Parents Orientation, our staff will contact you by phone.
  - d. The subsequent minimum amount of value-adding is \$200
2. School circular related to each payment will be issued in advance. The fee will only be deducted from student’s ePayment account after the confirmation is received from parents.
3. Parent can check the balance and debit record of student’s ePayment account via eClass. Parents will receive login information and checking payment method of eClass on 3 September, 2018.
4. The debit amount depends on the item that the student will purchase or event the student will participate. Therefore, parent should check the balance of student’s ePayment account and arrange value-adding accordingly.
5. Student’s ePayment account is activated till Grade Twelve. As the balance in the current account will be transferred automatically to student’s ePayment account in next grade in next academic year, it can be applied **to student who is promoted to Secondary Section of A-School.**

For any enquiries, please contact Ms. Chan, Office Administrator, at 2636 7303.

Jackie Chong  
Assistant Principal (Primary Division)

Dr. Benjamin Chan  
Chief Principal

**Our Mission**


*“Mentoring our students, fostering their personal growth to encourage initiative, positive attitudes, individuality and creativity, providing a basis for lifelong learning.”*

**電子付款事宜**  
**(只適用於 2018-19 一年級學生)**

多謝家長配合學校繳費的安排，將遞交「直接付款授權書」以繳交學生學費。學校一直推行電子付款系統，於內聯網系統 eClass 為學生設有電子帳戶，以處理由校方代收代付的雜費，如習作簿、學生手冊、補充練習、消耗性教材、本地校外研習活動、其他校外學習活動的交通費、牙科保健服務、班相、音樂和朗誦節報名費等。請家長留意以下事項：

1. 2018-19 年度學期初首次學生電子帳戶的增值將以**繳費靈(PPS)增值**，請家長在 9 月 3 日前增值 \$1,200。將來的增值，可採用上述同樣的方式繳交費用(已開設自動轉賬帳戶的家長可透過自動轉賬增值)。方法如下：
  - 請家長開立繳費靈(PPS)戶口，詳情請參考「開立電子付款帳戶之單張」
  - 家長須於 **9 月 3 日前**經繳費靈(PPS)系統先行存放 \$1,200 於學生電子帳戶中，並**記錄付款編號**以作查核，詳情如下：
    - a. 商戶編號： 「9779」
    - b. 商戶名稱： 香港浸會大學附屬學校王錦輝中小學
    - c. 帳戶編號： 輸入 8 位數字的學生編號 (200XXXXX)，請參考於 **8 月 27 日派發的「家長證」**，如家長無暇參加家長迎新會，將有職員致電告知家長有關學生編號事宜
    - d. 將來每次增值的金額最少為 \$200
2. 校方將就每項支出發出通告，得到家長確認後，才於學生的電子帳戶中扣除費用
3. 家長於 9 月 3 日將會收到 eClass 的登入資訊，以便在系統中檢視學生電子帳戶的結餘及雜費支出記錄
4. 支出費用將視乎個別學生購買的物品或參與的活動而異，故家長須留意學生電子帳戶的餘額是否足夠，以進行增值
5. 學生電子帳戶將使用至十二年級。由於電子帳戶的結餘會自動存入於學生新學年所屬的班級之電子帳戶中，故此，此運作仍**適用於原校升讀中學部學生**

如對以上安排有任何查詢，請致電 2636 7303 與校務處陳小姐聯絡。

  
莊曉莉  
小學部助理校長



陳偉佳博士  
總校長

2018 年 6 月 4 日