Instructions for Gown Hiring Payment

Payment deadlines

For Postal Delivery
- Graduates should confirm the address of delivery by 20 September 2012 and settle the fee by 21 September 2012.

For On-campus Collection
- Graduates should settle the fee before the payment deadline specified on the debit note.

Payment methods

(1) Payment by Visa / Master Card (Worldwide Acceptance)
- Click "Pay Now" button. (Please use Internet Explorer browser.)
- Follow the payment instructions stated by the JETCO Payment Gateway.
- Check the payment status from payment system.
- Keep the payment confirmation number.

(2) Payment by Phone Service (PPS) (Merchant code:77)
- Open a PPS account through any PPS terminal, if you haven’t got one
- Register the 8-digit debit debit note no. at 18011 (English) or 18013 (Cantonese)
- Settle the debit note at 18031 (English) or 18033 (Cantonese)
- Keep a record of the reference number for verification

(3) Payment via Internet Banking Bill Payment Service
- Settle the payment via Internet Banking Bill Payment Service offered by banks (refer to website of the Finance Office for the list). Payment account can be credit card account or saving account. For details, please check with your card issuing bank
- Login to Internet Banking
- Select Bill Payment Service
- Add New Merchant
- Select "Education Institution" as Category
- Select "The HK Polytechnic University" as Merchant
- Select "01" as Bill Type
- Key in 8-digit debit note number (the number is shown in your record under the congregation booking) as Bill Payee Account No.
- Select the payment account
- Enter total amount on debit note
• Enter the payment date
• Print /save the confirmation page with reference number

(4) **Payment via Automated Teller Machine (ATM)**
• Settle the payment via the terminals of HSBC, Hang Seng Bank or JETCO
• Choose "Bill Payment"
• Choose "Education"
• Choose "The Hong Kong Polytechnic University"
• Key in "01" as the Bill Type
• Key in the 8-digit debit note no. and total amount on debit note
• Select your payment account
• Keep the customer advice for verification.