



嗇色園主辦可銘學校

電子收費系統

家長使用手冊

(2025-2026 年度)

學生姓名: _____

班 別: _____

學 號: _____

請家長保存此小冊子作繳費時參考

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一、設立電子收費系統的目的

本校希望透過運用資訊科技處理行政工作，改善學校收費系統，並達致以下優點：

1. 以自動化程序處理本校之繳費流程，以簡化日常繳交各項費用的程序；
2. 老師無須再為收款而花上寶貴的教學時間，讓師生有更多時間進行教學活動；
3. 家長能更清楚學生的各項繳費詳情及付款狀況，家長能隨時登入本校學生賬戶的收支紀錄，一目了然；
4. 家長可帶備印有條碼的「學生繳費靈賬戶」及電子繳費通告內所顯示的費用到任何一間 OK 便利店繳費或用「繳費靈」作電話或網上轉賬，方便兼且準確無誤；
5. 減少學生攜帶大量金錢回校的風險。

二、電子收費系統簡介

1. 本校以繳費靈交易系統進行電子繳費，以自動化程序處理本校之繳費流程；
2. 家長可選擇通過不同的方法增值 貴子弟的「學生繳費靈賬戶」作為校內繳費之用；
3. 學校則按時從「學生繳費靈賬戶」扣除有關金額作收費用途。

三、使用電子收費的項目

1. 電子收費系統包含的項目：

- 簿費、各種興趣班報名費、多元智能課活動費、特定用途費用、長教師會會費、參觀活動車費、補充材料費等

2. 不會利用電子收費系統的項目：

- 直接向供應商購買的物品或服務，如學生相、課本、校服、光碟、刊物等，服務如午膳費及校車費，以及各項籌款
- 個別學生參與的活動及比賽報名費，如校外活動及境外交流活動購買的物品，如球衣、學具、樂器等

四、收費程序

1. 學校派發電子收費通告

- 學校派發以電子收費系統收取費用的通告
- 通告會列明扣款的金額及扣款日期

2. 家長為學生的繳費靈賬戶增值，確保在扣款當天有足夠金額

- 列明是電子收費的款項會於學生的繳費靈賬戶中扣除
- 請家長以電話、網上付款或持印有條碼的「學生繳費靈賬戶」到 OK 便利店分店櫃位繳交費用

(學生繳費賬戶的電腦條碼已張貼於學生手冊「電腦標籤」P.36)

3. 學校統計繳費人數及於指定日期扣款

- 扣款將於發出通告後最少五個工作天後進行，好讓家長有足夠時間為學生的電子賬戶增值
- 如收費當天未能成功扣數(如學生賬戶結存不足)，學校會於翌日再進行扣數，如仍未成功，班主任會聯絡家長
- 家長可透過 eClass 網站或家長手機應用程式查閱繳費詳情

五、繳費方法

家長可以使用方法一電話繳費靈或方法二網上繳費靈為學生賬戶增值；也可以選擇方法三到 Circle K 使用「櫃位賬單繳費服務」。

方法一 以電話使用繳費靈步驟：

1. 致電18033
2. 輸入5位數字繳費靈電話密碼
3. 輸入學校的商戶編號6485
4. 輸入學校指定賬單號碼（8位數字的學生編號）

賬單號碼張貼於學生手冊「電腦標籤」P.36

5. 輸入繳付金額
6. 聆聽及記錄繳費靈6位付款確認號碼以作紀錄

方法二 以網上使用繳費靈步驟：

1. 進入網頁<https://www.pps hk.com>
2. 利用繳費靈戶口號碼和網上密碼登入
3. 第一次登入是沒有帳單紀錄，需要按登記帳單進行登記
4. 按繳付賬單
5. 選擇適當賬單，再按繳款
6. 輸入繳付金額，按繼續進行
7. 收到確認訊息後可列印或儲存以作紀錄

開立繳費靈戶口步驟及登記賬單方法可參閱P.7-11

方法三 到便利店使用「櫃位賬單繳費服務」的步驟

請帶同電腦條碼到任何一間 OK 便利店、VanGO 或華潤萬家便利店，依繳費通告顯示的金額進行繳費。



學生繳費賬戶的電腦條碼張貼於學生手冊「電腦標籤」P.36

備註: ***請家長小心保存繳費收據，以便日後查閱***

「櫃位賬單繳費服務」的地點

天水圍 OK 便利店:

天水圍天恩商場 109-110 號

天水圍 Town Lot 28 號俊宏軒俊宏廣場地下 L30 號舖

天水圍天瑞路 9 號天瑞廣場地下 L026 號舖

天水圍港鐵站 TIS 46 號舖

天水圍天盛商場地下 L003 號舖

新界元朗天水圍天湖路 2 號天耀廣場 LG1 樓 LG12 號舖

新界元朗天水圍天華路 30 號天頌苑 T Town South 一樓 S115 及 S116 號舖

新界元朗天瑞路 88 號俊宏軒商業/停車場座外圍 L12 及 L13 號舖

天水圍 12-18 天恩路置富嘉湖 1 期地下 G76&G79A 號舖

(其他區域請參閱 <http://www.circlek.hk/store>)

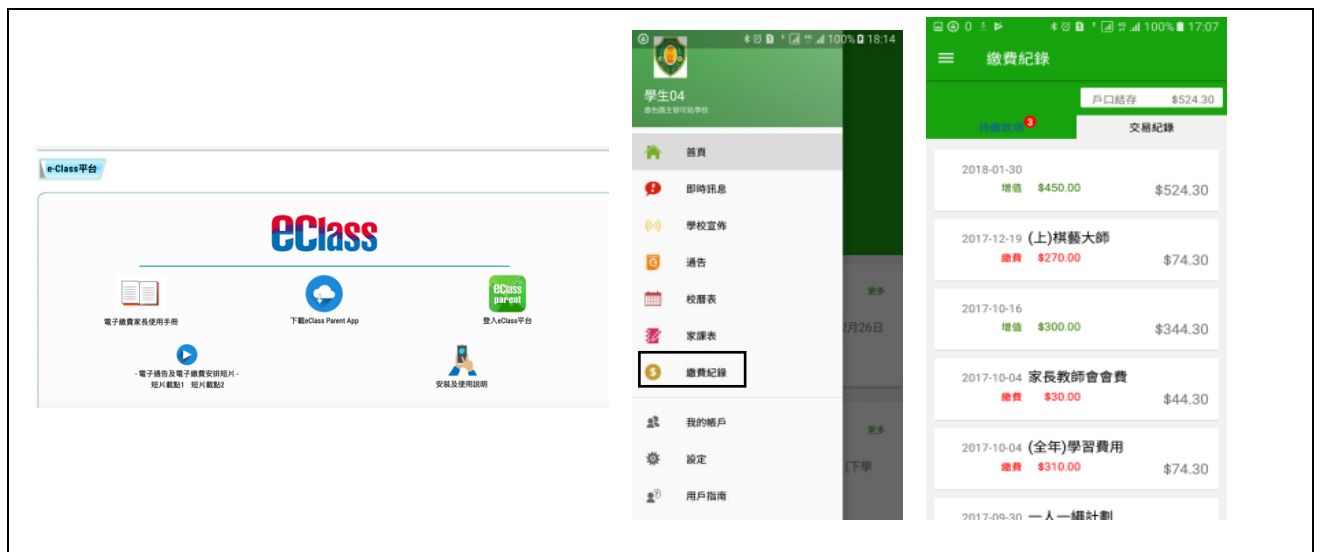
*以上地點依網頁更新內容為準

六、查閱繳費詳情

家長可使用「家長登入名稱及密碼」，到本校內聯網 eClass 網站或家長手機應用程式 eClass parent app，查閱繳費詳情。

家長登入名稱及密碼已張貼於學生手冊「電腦標籤」P.36

1. 安裝家長手機應用程式 eClass parent app，登入後按繳費紀錄查閱電子繳費詳情



2. 登入學校內聯網 eClass 網站，按我的智能卡 → 戶口結存及紀錄查閱電子繳費詳情



增值行政費

家長每次到 Circle K 便利店以現金增值或以電話 / 網上繳費靈增值皆要承擔「增值行政費」，收費如下：

增值方法	增值行政費
以電話 / 網上繳費靈增值	每次港幣二元二角
Circle K、華潤萬家分店或 VanGo 便利店以現金增值	每次港幣三元四角

舉例：

1. 家長陳先生使用網上繳費靈為兒子的「學生繳費靈賬戶」增值\$500元，由於家長須自行承擔增值行政費\$2.2 (自 9/2016 起)，則賬戶剩餘金額將會為港幣\$497.8元。
2. 家長張太到 Circle K 便利店為女兒繳交\$500元的用簿及補充練習費用，連增值行政費\$3.4則合共要增值港幣\$503.4元正。

七、開立繳費靈戶口步驟

1. 事前預備：

I. 提款卡

II. 預備一個五位數字的自選密碼作為電話密碼

III. 如會使用網上繳款，預備一個八位數字的自選密碼作為網上密碼

2. 帶備提款卡到任何繳費靈終端機

(元朗或天水圍區終端機位置，請翻到第 10 頁)

3. 選擇語言，然後按「1」開立新戶口

4. 將提款卡擦過繳費靈讀卡機，然後選擇銀行戶口

(注意：不應選擇支票戶口，一般儲蓄戶口便可)



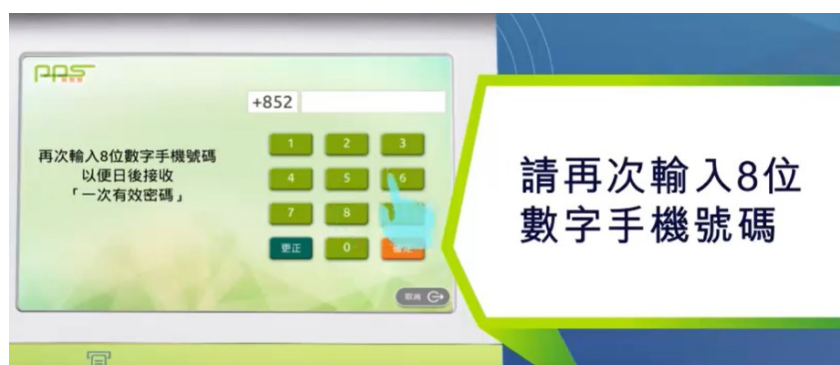
5. 輸入提款卡密碼，選擇「開立戶口」



6. 選擇地區「+852」，輸入手機號碼，以便日後接收「一次性有效密碼」



7. 再次輸入 8 位數字手機號碼



8. 輸入自訂的五位數字作為電話密碼，再重按五位數字電話密碼



9. 輸入自訂的8位數字 PPS 網上密碼，再重按8位數字網上密碼



10. 成功開戶，取回印有 PPS 戶口號碼的收據以作日後參考



元朗或天水圍區終端機位置

OK 便利店

1. 元朗朗屏邨鏡屏樓 M009 號舖
2. 元朗水邊圍邨康水樓地下 103-105 號舖
3. 元朗又新街 7-25 號元新大廈地下 4 號及 11 號舖
4. 元朗谷亭街 1 號傑文樓地舖
5. 元朗青山公路 49-63 號金豪大廈地下 E 號舖及閣樓
6. 元朗青山公路 99-109 號元朗貿易中心地下 7 號舖
7. 元朗青山道 218, 222 & 226-230 號富興大廈地下 A 舖
8. 天水圍 Town Lot28 號俊宏軒俊宏廣場地下 L30 號舖
9. 天水圍天恩商場 CX109 及 110 號舖
10. 天水圍天瑞路 9 號天瑞廣場地下 L026 號舖
11. 元朗朗屏邨玉屏樓地下 1 號舖
12. 元朗大棠路 35-39 號紅棉洋樓地下 A 號舖
13. 元朗西菁街 9 號富盛大廈地下 13A 及 13E 號舖
14. 元朗洪水橋洪堤路 2 號錦珊園地下 2 號舖
15. 元朗青山公路 32 號地下
16. 元朗洪水橋洪福邨洪福商場地下 6 號舖
17. 天水圍天靖街 3 號天盛商場地下 L003 號舖
18. 元朗天水圍天湖路 2 號天耀廣場 LG1 樓 LG12 號舖
19. 元朗朗屏邨玉屏樓地下 1 號舖

(其他區域請參閱 <https://www.ppshk.com/hkt/prt/m/ch/locator.html>)

*以上地點依網頁更新內容為準

八、登記賬單方法

A. 以電話登記賬單步驟：

**請預備你的繳費靈戶口號碼及賬單號碼

1. 致電 18013 請選擇 '1' 登記賬戶
2. 輸入你的繳費靈戶口號碼
3. 輸入學校的商戶編號：
4. 輸入學校指定賬單號碼（8位數字的學生編號）

5. ***每名學生需各登記一次，但每張賬單只需登記一次***

B. 或以互聯網登記賬單步驟：

**請預備繳費靈戶口號碼、網上密碼、賬單號碼及手提電話

1. 進入網頁 <https://www.ppskh.com>
2. 利用繳費靈戶口號碼及網上密碼登入
3. 按
4. 輸入賬單資料，學校的商戶編號 及賬單號碼
5. 準備手機以接收一次性密碼
6. 輸入一次性密碼後可進行繳費
7. ***每名學生需各登記一次，但每張賬單只需登記一次***

九、注意事項

1. 如家長已開設「繳費靈(PPS)」戶口，請先以學生內聯網的學生登入賬戶號碼登記賬單(本校 PPS 之商戶編號：6485)
2. 為免增加行政費用，不論家長用何種方法為學生電子賬戶增值，建議最低款額為港幣 200 元。
3. 繳費靈(PPS)公司於每日晚上七時截數，晚上七時前增值的資料，會於第二個工作天的早上十時後顯示，晚上七時後、星期六、日及公眾假期增值的資料則順延至下一個工作日的早上十時後顯示。學校須最少五個工作天處理「學生繳費靈賬戶」的轉賬增值的紀錄。
4. 本校將於每學年的上學期初發出通告，知會家長有關學生於各時段需支付費用的項目，並按時發出電子繳費通告列明所需款項。
5. 請家長依時存入足夠金額繳交各期的款項，以免因再次以繳費靈增值而再次支付「繳費靈增值行政費」。
6. 如有困難，請家長主動聯絡班主任或有關老師。
7. 學期終結時，學生繳費靈賬戶的餘額會保留至下學年使用。
8. 學生繳費靈賬戶將會於學生離校時自動終止，剩餘金額會全數退還予家長。

十、常見問題

1	如我現在使用的提款卡已結合信用卡功能，可否選擇信用卡戶口作為 PPS 戶口？
答	否。因為 PPS 只接受儲蓄戶口及支票戶口作為繳費戶口。
2	若然忘記了我的繳費靈戶口號碼，該怎麼辦？
答	請帶同閣下的提款卡，到任何一部繳費靈終端機，用「複查戶口」的功能，便可取回你的繳費靈戶口號碼。
3	若然忘記了我的繳費靈電話密碼或網上密碼，該怎麼辦？
答	請帶同閣下的提款卡，到任何一部繳費靈終端機，用「更改密碼」的功能，開設一個新的繳費靈電話密碼或網上密碼。
4	當我透過電話使用 PPS 時，因為線路問題不能聆聽到交易確認編號，我是否需要再繳交多一次？
答	無需要。家長只需致電 18013 後按"2"查詢最近一次繳款詳情。
5	我有兩名子女就讀這學校，我需要登記多少次賬單？
答	我們建議您登記兩次，因為兩名子女是有兩個不同的學生繳費編號。
6	轉賬時銀碼入錯，能否取消？
答	銀碼確認後便不能取消。
7	為何已經轉賬成功，但學生拍卡仍然出現結餘不足？
答	PPS 截數時間為星期一至五晚上七時，星期六，星期日及公眾假期除外。在截數時間後之轉賬交易，將會順延至下一個工作天處理。
8	是否每次經 PPS 轉賬入數前都要登記學生編號？
答	不是。只需要在第一次轉賬前登記一次，以後便可以直接經 PPS 過數。
9	如果使用支票戶口作為 PPS 戶口，有什麼應留意的地方？
答	如支票戶口有透支功能，請客人留意是否有足夠現金在該戶口繳費，以避免繳付透支利息。



Ho Ming Primary School
(Sponsored by Sik Sik Yuen)
Electronic Payment System
Parent User Manual
(2025 -2026 Academic Year)

Student Name: _____

Class: _____

Class Number: _____

Please keep this book let a sareference for payment

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A. Purpose of Setting Up the Electronic Payment System

Our school aims to improve the fee collection system by using information technology to handle administrative tasks, with the following benefits:

1. Streamlining the fee collection process through automated procedures, simplifying daily payment tasks.
2. Allowing teachers to dedicate more time to teaching activities, as they no longer need to spend valuable time on fee collection.
3. Providing parents with clear details of their child's payments and payment status. Parents can easily access their child's account records at any time.
4. Enabling parents to pay fees conveniently and accurately by bringing the barcode-printed "Student PPS Account" and the electronic payment notice to any Circle K convenience store or by using PPS for phone or online transfers.
5. Reducing the risk of students carrying large amounts of cash to school.

B. Introduction to the Electronic Payment System

1. Our school uses the PPS transaction system to facilitate electronic payments, handling fee collection through automated procedures.
2. Parents can choose various methods to top up their child's "Student PPS Account" for school payments.
3. The school will deduct the relevant amounts from the "Student PPS Account" as needed by payment purposes.

C. Items Covered by Electronic Payment

1. Items included in the electronic payment system:
 - Book fees, registration fees for various interest classes, activity fees for multiple intelligence programs, fees for specific purposes, Parent-Teacher Association membership fees, transportation fees for visits, supplementary material fees, etc.
2. Items not included in the electronic payment system:
 - Items or services purchased directly from suppliers, such as student photos, textbooks, uniforms, CDs, publications, lunch fees, school bus fees, and fundraising activities.
 - Registration fees for activities and competitions involving individual students, such as off-campus activities and overseas exchange programs, as well as purchases like sports jerseys, school supplies, musical instruments, etc.

D. Payment Procedures

1. School Issuance of Electronic Payment Notice

- The school will issue notices for fees to be collected through the electronic payment system.
- The notice will specify the amount to be deducted and the deduction date.

2. Parents Top Up the Student's PPS Account to Ensure Sufficient Funds on Deduction Day

- The specified electronic payment amount will be deducted from the student's PPS account.
- Parents are requested to make payments via phone, online, or by bringing the "Student PPS Account" with a barcode to any Circle K convenience store counter.

(The barcode for the student's PPS account is attached in the student handbook on the "Computer Label" page, P.36).

3. The school will tally the number of payees and deduct the specified amounts on the designated day.

- Deductions will occur at least five working days after the notice is issued, allowing parents sufficient time to top up their child's electronic account.
- If the payment deduction fails on the scheduled day (e.g., due to insufficient funds in the student's account), the school will attempt the deduction again the following day. If the deduction still fails, the class teacher will contact the parents.

- Parents can check payment details via the eClass website or the parent mobile app.

E. Payment Methods

1. Parents can use Method 1: PPS by phone or Method 2: PPS online to top up their child's account; alternatively, they can choose Method 3: visit Circle K to use the "Counter Bill Payment Service."

Method 1: Paying via Telephone

1. Call 18033.
2. Enter the 5-digit payment code.
3. Enter the school's merchant number 6485 (8-digit student ID).

(The bill number is posted on the "Computer Label" page 36 of the student handbook.)

4. Enter the specified bill number.
5. Enter the payment amount.
6. Listen carefully and record the 6-digit payment confirmation number for your records.

Method 2: Paying Online

1. Visit the website www.ppskh.com.
2. Log in using your payment account number and online password.
3. Select "Pay Bill."
4. Choose the appropriate bill and then click "Pay."

5. Enter the payment amount and click “Continue.”
6. After receiving the confirmation message, you can print or save it for your records.

**(Steps to Open a Payment Account and Register a Bill. Please refer to pages 11-14 for details.)

Method 3: Paying at Convenience Stores Using the “Counter Bill Payment Service”



**(The computer barcode for the student’s payment account is posted on page 36 of the student handbook under “Computer Label)

**Note: Parents are advised to keep the payment receipt safely for
Please bring the computer barcode to any Circle K Convenience Store, VanGO, or China Resources Vanguard Convenience Store. Pay the amount as indicated in the payment notice.

future reference.

Location of the “Counter Bill Payment Service

OK Convenience Stores in Tin Shui Wai:

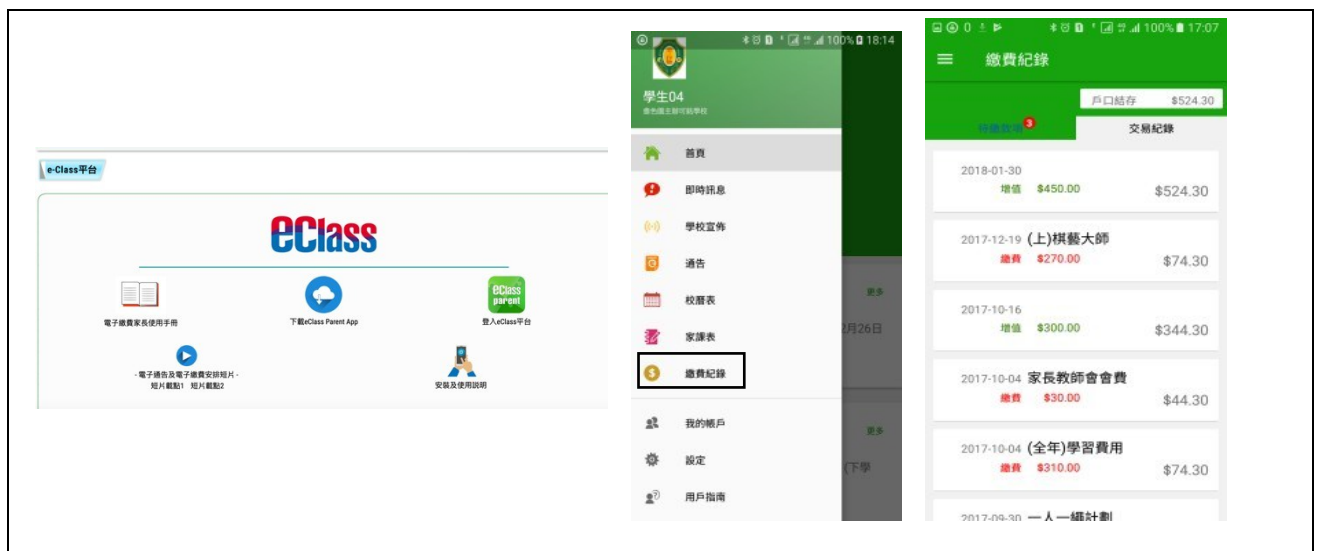
1. Shops 109 & 110 Tin Yan Shopping Centre, Tin Shui Wai, N.T.
2. Shop No. L30, G/F., Grandeur Terrace, Tin Shui Wai Town Lot No. 28, Yuen Long
3. Shop No. L026, Level 1, Tin Shui Shopping Centre, Tin Shui (I & II) Estate, 9 Tin Shui Road, Tin Shui Wai, Yuen Long, N.T.
4. MTR Station Shop TIS 46 at Tin Shui Wai Station
5. Shop No.003 G/F., Tin Shing Shopping Centre, Tin Shui Wai, N.T.
6. Shop No. LG12, Lower Ground 1 Floor, Commercial/Car Park Block, Tin Yiu Estate, Tin Wu Road, Tin Shui Wai, New Territories, Hong Kong
7. Shop Nos. S115 and S116, First Floor, T Town South, Tin Chung Court, 30 Tin Wah Road, Tin Shui Wai
8. Shop Nos. L12 & L13 Outside the Commercial/ Carpark Block Grandeur Terrace No.88 Tin Shui Road Yuen Long New Territories
9. Shop Nos. G76 and G79A on Ground Floor of +Woo Phase 1, 12-18 Tin Yan Road, Tin Shui Wai, N.T.

F. View Payment Details

Parents can use their “Parent Login Name and Password” to access the school’s intranet eClass website or the eClass Parent App to view payment details.

** (The Parent Login Name and Password are posted on page 36 of the student handbook under “Computer Label)

1. Install the eClass Parent App on your mobile device. After logging in, select “Payment Records” to view the electronic payment details.



2. Log in to the school's intranet eClass website, click on "My Smart Card" → "Account Balance and Records" to view the electronic payment details.

The image shows two screenshots of the eClass website. The left screenshot displays the school's homepage with a navigation menu. A red box highlights the 'My Smart Card' icon in the top right corner. Below the navigation menu, there is a banner for the school's success in the 2023 Science Fair. The right screenshot shows the login page with a red box around the '登入名稱' (Login Name) and '密碼' (Password) input fields. Below the login page, the '我的智能卡紀錄' (My Smart Card Record) page is shown, featuring a sidebar with '個人紀錄' (Personal Record) and '學校紀錄' (School Record) sections. The main content area displays the '戶口結存及紀錄' (Account Balance and Record) section, showing a balance of \$0.00 and a table for transaction records. The table has columns for transaction time, value-added time, transaction type, value added, expenditure, transaction content, balance, and service provider. The message '暫時仍未有任何紀錄' (No records yet) is displayed below the table.

我的智能卡紀錄

個人紀錄

- 戶口結存及紀錄
- 學校紀錄
- 班級學生紀錄

戶口結存及紀錄

結存: \$0.00

最後更新: --

搜尋

#	交易時間	增值紀錄時間	交易類別	增值	支出	交易內容	結存	服務供應商
暫時仍未有任何紀錄								

Administrative Fee for Value-Added Services

Parents must bear an “Administrative Fee for Value-Added Services” each time when they add value at Circle K convenience stores with cash or through telephone/online payment. The fees are as follows:

Top-Up Methods	Top-Up Administrative Fee
Top-Up via Telephone / Online Payment Services	HKD 2.20 per transaction
Top-Up with Cash at CircleK, China Resources Vanguard stores, or VanGo convenience stores	HKD 3.40 per transaction

Examples:

1. Mr. Chan, a parent, uses online payment services to top up his son’s “Student Payment Account” with HKD 500. Since the top-up administrative fee of HKD 2.20 (effective from September 2016) is to be borne by the parent, the remaining account balance will be HKD 497.80.
2. Mrs. Cheung, a parent, goes to a Circle K convenience store to pay HKD 500 for her daughter’s tuition and supplementary exercise fees. Including the top-up administrative fee of HKD 3.40, the total amount to be topped up is HKD 503.40.

G. Steps to Open a Payment Account

1. Preparation:

I. ATM Card

II. Prepare a 5-digit self-selected password to be used as the telephone password.

III. If you will use online payment, prepare an 8-digit self-selected password to be used as the online password.

2. Bring your ATM card to any Payment Terminal (for terminal locations in Yuen Long or Tin Shui Wai, please refer to page 15)
3. Select the language and then press “1” to open a new account.
4. Swipe your ATM card through the Payment Terminal reader, then select “Bank Account.”

(Note: Do not select “Checking Account”; a regular savings account will suffice.)



5. Enter your ATM card password



6. Enter your mobile phone number to receive a “one-time password” in the future.



7. Enter your mobile phone number again.



8. Enter a 5-digit self-selected password to be used as the telephone password, and then re-enter the 5-digit telephone password.



9. Enter a self-selected 8-digit PPS online password, then re-enter the 8-digit online password.



10. Retrieve the receipt with the PPS account number printed on it.



Terminal Locations in Yuen Long or Tin Shui Wai

1. Shops 4 & 11, Yuen San Mansion, No.7-25 Yau San Street, Yuen Long
2. Shop A, G/F & M/F, Kit Man House, 1 Kuk Ting Street, Yuen Long
3. Shop E, G/F & Cockloft, Golden Hall Building, 49-63 Castle Peak Road, Yuen Long
4. Shop 7, G/F, Yuen Long Trade Centre, 99-109 Castle Peak Road, Yuen Long
5. Shop A, G/F, Fu Hing Building, 218-222 & 226-230 Castle Peak Road, Yuen Long
6. Shop No. L30, G/F, Grandeur Terrace, Town Lot No.28, Tin Shui Wai
7. Shop CX109 - 110, Tin Yan Shopping Centre, Tin Yan Estate, Tin Shui Wai
8. Shop No.L026, Level 1, Tin Shui Shopping Centre, Tin Shui (I & II) Estate, 9 Tin Shui Road, Tin Shui Wai
9. Shop 1, G/F, Yuk Ping House, Long Ping Estate, Yuen Long
10. Shop A, G/F, Hung Min Building, 35-39 Tai Tong Road, Yuen Long
11. Shops 13A & 13E, G/F, Fu Shing Building, 9 Sai Ching Street, Yuen Long
12. Shop No.2, G/F, Coronet court, 2 Hung Tai Road, Hung Shui Kiu, Yuen Long
13. G/F, 32 Castle Peak Road, Yuen Long
14. Shop 6, Hung Fuk Shopping Centre, Hung Fuk Estate, Hung Shui Kiu, Yuen Long
15. Shop No. L003, Ground Floor, Tin Shing Shopping Centre, Tin Shing Court, 3 Tin Ching Street, Tin Shui Wai
16. Shop No. LG12, LG1/F, Commercial/Car Park Block (Also known as Tin Yiu Plaza) Tin Yiu Estate, Tin Wu Road, Tin Shui Wai
17. Shop 1, G/F, Yuk Ping House, Long Ping Estate, Yuen Long
18. SHOP 103 & 105 HONG SHUI HOUSE, SHUI PUI WAI ESTATE, YUEN LONG, NT
19. Shop Nos. G76 and G79A on Ground Floor of +Woo Phase 1, Tin Shui Wai, N.T.

(For other areas, please refer to

https://www.ppskh.com/index_c.html)

**The above locations are subject to updates on the website.

H. Bill Registration Method

A. Steps to Register a Bill by Phone:

Please prepare your Payment Account Number and Bill Number.

1. Call 18013 and select '1' to register the account.
2. Enter your Payment Account Number.
3. Enter the school's merchant number: 6485.
4. Enter the school's designated bill number (8-digit student ID).

The bill number is posted on page 36 of the student handbook under "Computer Label."

5. **Each student needs to be registered individually, but each bill only needs to be registered once.

B. Steps to Register a Bill via the Internet:

Please prepare your Payment Account Number, online password, bill number, and mobile phone.

1. Go to the website www.ppshk.com.
2. Log in using your Payment Account Number and online password.
3. Select “Register Bill.”
4. Enter the bill information, the school’s merchant number (6485), and the bill number.
5. Have your mobile phone ready to receive a one-time password.
6. Enter the one-time password to proceed with the registration.
7. Each student needs to be registered individually, but each bill only needs to be registered once.

I. Important Notes

1. If parents have already opened a “PPS” account, please first register the bill using the student’s intranet account number (the school’s PPS merchant number: 6485).
2. To avoid additional administrative fees, regardless of the method used to top up the student’s electronic account, it is recommended to top up with at least HKD 200.
3. PPS updates its records at 7 PM daily. Topped-up amounts before 7 PM will be reflected after 10 AM the next working day. Amounts topped up after 7 PM, on Saturdays, Sundays, and public holidays will be reflected after 10 AM on the following working day. The school requires at least five working days to process the top-up records for the “Student Payment Account.”
4. The school will issue a notice at the beginning of each academic year’s first semester to inform parents about the fees due for various periods and will issue electronic payment notices detailing the required amounts on time.

5. Parents should deposit sufficient funds in a timely manner to cover each payment period to avoid having to top up again and pay additional “PPS top-up administrative fees.”
6. If there are any difficulties, parents should proactively contact the class teacher or relevant staff.
7. At the end of the semester, any remaining balance in the student’s payment account will be carried over for use in the next academic year.
8. The student’s payment account will be automatically terminated when the student leaves the school, and any remaining balance will be fully refunded to the parents.

J. Frequently Asked Questions

1. If the ATM card I am currently using has a credit card function, can I choose the credit card account as the PPS account?

Answer: No. PPS only accepts savings and checking accounts for payment purposes.

2. What should I do if I forget my PPS account number?

Answer: Please bring your ATM card to any PPS terminal and use the “Check Account” function to retrieve your PPS account number.

3. What should I do if I forget my PPS telephone password or online password?

Answer: Please bring your ATM card to any PPS terminal and use the “Change Password” function to set a new PPS telephone password or online password.

4. If I cannot hear the transaction confirmation number due to line issues when using PPS by phone, do I need to make the payment again?

Answer: No. Parents only need to call 18013 and press “2” to check the details of the most recent payment.

5. If I have two children studying at this school, how many bills do I need to register?

Answer: We recommend registering twice, as each child has a different student payment number.

6. Can a transaction be canceled if the amount was entered incorrectly?

Answer: Once confirmed, the amount cannot be canceled.

7. Why does the student's card still show insufficient balance even though the transfer was successful?

Answer: PPS updates its records from Monday to Friday at 7 PM, excluding Saturdays, Sundays, and public holidays.

Transfers made after the update time will be processed on the next working day.

8. Do I need to register the student number every time I transfer money via PPS?

Answer: No. You only need to register once before the first transfer; subsequent transfers can be made directly via PPS.

9. If using a checking account as the PPS account, what should I be aware of?

Answer: If the checking account has an overdraft facility, please ensure there are sufficient funds in the account to avoid overdraft fees.