

Payments may be made by bank transfer, ATM, cheque or cash.

**BY BANK TRANSFER**

Account name	Universal American School HK Limited
Account number	787-719020-883
Bank name	Hang Seng Bank Limited
Bank code	024
Bank address	83 Des Voeux Road Central, Hong Kong
SWIFT	HASEHKHF
CHIPS No	010522

1. When paying by bank transfer, please ensure the student's name & ID is referenced on your remittance and email a copy to the Finance Office (Finance@ashk.edu.hk) to ensure appropriate credit to your account
2. For remittance from USA, CHIPS No.010522 in addition to account information and SWIFT code required
3. If payment is settled by bank transfer, remitter must pay all charges incurred by both the remitting bank and the beneficiary bank so fees are received in full. Please submit a copy of your bank transfer receipt so that we can match the payment against student

**BY ATM (HSBC or Hang Seng Bank ATM ONLY)**

1. Email a copy of the ATM deposit slip to our Finance Office (Finance@ashk.edu.hk) stating the student's name & ID to enable appropriate credit to the student's account.

**BY CHEQUE**

1. Issue cheque payable to 'Universal American School HK Limited' together with a copy of invoice and send to our Finance Office:  
American School Hong Kong  
6 Ma Chung Road, Tai Po, N.T.
2. You may deposit cheque to Hang Seng Bank HKD a/c no.: 787-719020-883, a/c name 'Universal American School HK Limited'. Please request the bank to input student's name & ID and email a copy of the deposit slip to Finance Office (Finance@ashk.edu.hk) stating student's name & ID to enable appropriate credit to the student's account.
3. An administration charge of HK\$150 will apply for returned cheque