

## Payment Methods

(Please quote the Account Code for payment)

➤ **Direct Debit (Autopay)**

Direct Debit is mandatory for payment of school fees. Your designated bank account will be automatically debited for the total amount due on the due date shown on the invoice.

Please download the form and instruction in the link below:

[https://www.fis.edu.hk/sites/default/files/fis\\_direct\\_debit\\_form\\_and\\_instructions\\_0.pdf](https://www.fis.edu.hk/sites/default/files/fis_direct_debit_form_and_instructions_0.pdf)

➤ **Online banking:**

1. Via HSBC Bill Payment (only applicable to HSBC customers)
2. Select **FRENCH INTERNATIONAL SCHOOL** from the Merchant list **NEW PAYEE**
3. Quote your «**Account Code**» (refer to your invoice) on the Bill Payee Account Number.
4. Input the amount
5. Complete the transaction

➤ **Bank transfer:**

A copy of the **bank receipt** must be sent to [receivables@g.lfis.edu.hk](mailto:receivables@g.lfis.edu.hk). Otherwise, the transaction will not be identified and the invoice remains outstanding. All incoming payments must contain full remitter name, address and account number. Please note that PO Box is not acceptable as address.

Bank: HSBC  
Name: French International School Victor Segalen Association Ltd  
Bank Code: 004  
Account Number: 808-310114-292  
Swift Code: HSBCHKHH

The school will not be responsible for any bank charged incurred; therefore please make sure that you have paid enough to cover the bank charges and handling charges.