

# Payment Methods

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

## 1. Payment of Application & Assessment fees, Debenture purchase & Deposit on Tuition fees

A copy of the payment receipt must be sent to [receivables@lfs.edu.hk](mailto:receivables@lfs.edu.hk) & [admissions@lfs.edu.hk](mailto:admissions@lfs.edu.hk)  
Otherwise, the transaction may not be identified and the payment would remain outstanding.

### 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 child's «Input the five first letters of the child's Family name or First Name (or Pupil code if available)» on the Bill Payee Account Number.
4. Input the amount
5. Complete the transaction

### Bank Transfer:

Bank: HSBC  
Name: French International School Victor Segalen Association Ltd  
Bank Code: 004  
Account Number: 808-310114-292  
Swift Code: HSBCHKHH  
Payment reference: «Input the child's full name (or Pupil code if available)»

*All incoming payments must contain full remitter name, address and account number. Please note that PO Box is not acceptable as address.*

### Cheque:

1. Payable to: **FRENCH INTERNATIONAL SCHOOL VICTOR SEGALEN ASSOCIATION LTD.**
2. Write down your child's full name, pupil code (if available) and year group at the back of your cheque.
3. Mail the crossed cheque to: 165 Blue Pool Road, Happy Valley, Hong Kong.
4. Please do not deposit a cheque directly to the bank listed above

## 2. Payment of the Tuition fees

### 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 instructions in the link below:

[Direct Debit Authorisation form](#)

**French International School "Victor Segalen" Association Limited**

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T: +852 25776217 E: [info@lfs.edu.hk](mailto:info@lfs.edu.hk)

[www.fis.edu.hk](http://www.fis.edu.hk)