

Entering and Updating Studentship Bank Account in AIMS

A) Student can find the function under AIMS Tab "Personal Information".

Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student	Leave & Pay
<h3>Personal Information</h3> <ul style="list-style-type: none"> Personal Data for Communication (Address, Tel. no., Email, Emergency contact, etc.) Change Security Question (for resetting your password) (If you ever forget your password, you can reset it yourself by supplying this information, without calling for assistance.) CityU Staff (Search): Set Options (Select your information to be shown on People Search on CityU home page) General Personal Data (Name, HKID, etc.) Employment History (Current appointments, appointment history) My Benefits (Medical, Dental, Housing, etc.) Scholarship and Financial Aid Records Visa Information My University Services Level (CSC, LIB, SDS Services, Staff AIMS Services) Maintain Non-Payroll Bank Account Use of Personal Data in Direct Marketing (View and modify your option) Declaration on Insurance Agreement (For non-local students only) 						

B) Upon clicking "Maintain Non-Payroll Bank Account", the following screen appears inviting student to enter a new account or modify an existing one.

Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student	Leave & Pay	My Courses	Staff Services	Univ Info	PBPR Personnel Reviews	Other Services												
<h3>Maintain Non-Payroll Bank Account</h3> <table border="1"> <tr> <td>Student No</td> <td>51812364</td> <td>Student Name</td> <td>VLQR Onbo Nb</td> </tr> </table> <p>Dear Student,</p> <p>Please be informed that from time to time you may receive fees refund, scholarship and other payments from the University. The University will only be able to make prompt payment/refund to you after you have input or updated your <u>HKD</u> bank account number. All such payments will be arranged through the banks auto-pay service.</p> <p>Finance Office</p> <p>Notes</p> <ol style="list-style-type: none"> The purpose of collection of any personal data in this function is for the processing of student payment. As a data subject, you have the right to request access to and correction of the personal data supplied in this function under the Personal Data Privacy Ordinance; and To prevent illegal access to your personal data, please remember to log out from the web facility after you have completed the process. <p>Bank Information</p> <table border="1"> <tr> <td>Bank Account No.</td> <td>018 CHINA CITIC BANK INTERNATIONAL LIMITED</td> <td>237</td> <td>56789017</td> </tr> <tr> <td>Account Holder Name</td> <td>VLQR ONBO HF</td> <td></td> <td></td> </tr> </table> <p><input type="checkbox"/> Confirmation I confirm that the bank account information provided is true, correct, complete and is under my name. If not, I agree to authorize the above "bank account holder" to receive payment from the University on my behalf.</p> <p>Confirm Help</p>												Student No	51812364	Student Name	VLQR Onbo Nb	Bank Account No.	018 CHINA CITIC BANK INTERNATIONAL LIMITED	237	56789017	Account Holder Name	VLQR ONBO HF		
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C) Before clicking the "Confirm" button to save the account, student should read the text below the confirmation and indicate he/she agrees to the arrangement by ticking the check box.

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D) Upon clicking the "Confirm" button, a dialog box asks student whether really to save the changes or not. To proceed, click "OK"; to stop, click "Cancel".

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Maintain Non-Payroll Bank Account

Student No	51812364	Student Name	VLQR Onbo Nb
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Dear Student,

Please be informed that from time to time you may receive fees refund, scholarship payment/refund to you after you have input or updated your **HKD** bank account information. The University will only be able to make prompt payment through the banks auto-pay service.

Finance Office

Notes

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- As a data subject, you have the right to request access to and correction of the personal data supplied in this function under the Personal Data Privacy Ordinance; and
- To prevent illegal access to your personal data, please remember to log out from the web facility after you have completed the process.

Bank Information

Bank Account No. - -

Account Holder Name

Confirmation
I confirm that the bank account information provided is true, correct, complete and is under my name. If not, I agree to authorize the above "bank account holder" to receive payment from the University on my behalf.

E) After the non-payroll bank account has been saved, the following screen will appear. Student gets the latest bank account information on screen, and an acknowledgement e-mail has been sent to the displayed student's e-mail account for reference.

Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student	Leave & Pay	My Courses	Staff Services	Univ Info	PBPR Personnel Reviews
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Maintain Non-Payroll Bank Account

Student No	51812364	Student Name	VLQR Onbo Nb
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Data have been updated and shown as below.

Bank Information

Bank Account No. CHINA CITIC BANK INTERNATIONAL LIMITED 018 - 237 - 1234567

Account Holder Name VLQR ONBO NF

Acknowledgement email have been sent to you at 3nndijn@student.cityu.edu.hk .

F) The acknowledgement email is sent from fotresury@cityu.edu.hk and the content should look like below:

Dear VLQR Onbo Nb,

Please be informed that according to our record, you have updated the details of your Non-Payroll bank account as follow:

(Part of the bank account is masked out for security reason.)

	Before update	After update
Bank Account No.	018-237-56***017	018-237-1***567
Account Holder Name	VLQR ONBO NF	VLQR ONBO NF

In the event that you have not made the above changes to your Non-Payroll bank account or account holder name, please double check the record in AIMS and report to Finance Office at fotresury@cityu.edu.hk or 34426323 immediately.

Thank you for your kind attention

Finance Office