

填寫本表格前，請先參閱「學生指引」。
Please read the 'Instructions to Student'
overleaf before completing this Form.

香港專業教育學院 (黃克競)
Hong Kong Institute of Vocational Education (Haking Wong)

補領學生證申請表
Application of Replacement of Student Card

傳真 Fax No.: 2729 1585

第一部份：個人資料 Part I: Student Personal Particulars

姓名 (*先生/小姐/女士)	英文	中文	
Name (*Mr./Miss/Ms.):	(English) _____	(Chinese) _____	
學生編號/身份證號碼	電郵地址		
Student No./HKID No. :	E-mail Address: _____		
學系	課程編號/年級/班別		
Department: _____	Course Code/ Year/Class: _____		
聯絡電話	住宅	手提電話號碼	辦公室
Tel. No. :	(Home) _____	(Mobile Phone No.) _____	(Office) _____

第二部份：補領原因 Part 2: Reason(s) for Replacement

(請於適當的方格內加上“✓”號。 Put a “✓” in the appropriate box(es).)

<input type="checkbox"/> 損毀	<input type="checkbox"/> 遺失	<input type="checkbox"/> 其他(請註明)
Damage	Loss	Others (please specify): _____

聲明 Declaration

本人已閱畢列載於表格的「學生指引」，並同意遵守該等規則。

I have read the 'Instructions to Student' overleaf. I agree to conform to the related Regulations.

學生簽署	日期
Signature of Student: _____	Date: _____

第三部份：確認領取 Part 3: Acknowledgement

本人已確認領取學生證。	核查職員簽署
I acknowledge receipt of a replacement of student card.	Signature of Staff: _____
學生簽署	日期
Signature of Student: _____	Date: _____

第四部份：秘書處專用 Part IV: For Campus Secretariat Use

<input type="checkbox"/> 已查核學生身份證及學生記錄。	
Student's HKID Card and record checked.	
<input type="checkbox"/> 茲收到\$100 元手續費。	收據編號
A handling fee of HK\$100 has been received.	Receipt No.: _____
職員簽署	日期
Signature of Staff: _____	Date: _____

*請刪去不適用者 *Please delete as appropriate

學生指引

1. 補領學生證的費用為港幣一百元正 (已繳交的費用不會退還)
2. 倘學生於遞交申請後尋回原本的學生證，應通知學院秘書處，並把學生證退還給本校予以取消。申請補領學生證的費用將不予退還。
3. 申請人可於任何恒生銀行、匯豐銀行、貼有「繳費易」的「銀通」自動櫃員機 或 靈繳費繳費。

Instructions to Student

1. The handling fee of Replacement of Student Card is HK\$100. (**Non-Refundable**)
2. In the event that the original card is found after submission of this application, students are required to inform the Campus Secretariat and return the original card for cancellation. The handling fee will **NOT be refunded.**
3. **Applicant has to settle the application fee at ATM of the Hang Seng Bank / HSBC / JETCO / PPS**

Payment Means 繳費方法

<p>At any ATM of the Hang Seng Bank or HSBC</p> <ol style="list-style-type: none"> 1. Select Bill Payment Services 2. Select Education-Others 3. Select "Vocational Training Council" 4. Select payment of "Fees for Student Services" 5. Enter Bill Account Number (11-digit Bill Account Number – the 1st 9-digit is the student no. and the last 2-digit is "36") 6. Enter the Total Payment Amount 7. Please keep the original of the ATM payment receipt for your own record 	<p>於任何恒生銀行或匯豐銀行自動櫃員機</p> <ol style="list-style-type: none"> 1. 選擇繳費服務 2. 選擇教育 – 『其他』 3. 選擇『職業訓練局』 4. 選擇繳交『學生雜費』 5. 輸入賬單編號 (11 位數字賬單編號 – 頭 9 位數字為學生編號，尾 2 位數字為 "36") 6. 輸入總金額 7. 請保存自動櫃員機正本，以作紀錄
<p>At the JETCO ATM with the JET Payment Logo</p> <ol style="list-style-type: none"> 1. Select Bill Payment Services 2. Select "Merchant Code Entry" 3. Key in Merchant Code "9151" 4. Bill Type: Enter "03" 5. Enter Bill Account Number (11-digit Bill Account Number – the 1st 9-digit is the student no. and the last 2-digit is "36") 6. Enter the Total Payment Amount 7. Please keep the original of the JETCO ATM payment receipt for your own record 	<p>於貼有「繳費易」的「銀通」櫃員機</p> <ol style="list-style-type: none"> 1. 選擇繳費服務 2. 選擇『商戶編號輸入』 3. 輸入商戶編號『9151』 4. 賬單類別：輸入『03』 5. 輸入賬單編號 (11 位數字賬單編號 – 頭 9 位數字為學生編號，尾 2 位數字為 "36") 6. 輸入總金額 7. 請保存自動櫃員機正本，以作紀錄
<p>Using PPS* (By Telephone)</p> <p>(*Please open a PPS account and register the bill by calling 18011 if you have not)</p> <ol style="list-style-type: none"> 1. Dial access number 18031 2. Enter merchant code "9151" 3. Enter the Bill Account Number (11-digit Bill Account Number – the 1st 9-digit is the student no. and the last 2-digit is "36") 4. Select Bill Type: "03" – payment of "Fees for Student Services" 5. Enter the Total Payment Amount 6. Please keep the payment reference number for your own record 	<p>使用繳費靈* (電話)</p> <p>(*請先開立戶口及致電 18013 登記此賬單)</p> <ol style="list-style-type: none"> 1. 致電 18033 2. 輸入商戶號碼『9151』 3. 輸入賬單編號(11 位數字賬單編號 – 頭 9 位數字為學生編號，尾 2 位數字為 "36") 4. 選擇賬單類別：『03』- 『學生雜費』 5. 輸入總金額 6. 請保存付款編號，以作紀錄
<p>Using PPS (By Internet)</p> <ol style="list-style-type: none"> 1. Visit www.ppskh.com 2. Enter merchant code "9151" 3. Enter the Bill Account Number (11-digit Bill Account Number – the 1st 9-digit is the student no. and the last 2-digit is "36") 4. Select Bill Type "03" – payment of "Fees for Student Services" 5. Enter the Total Payment Amount 6. Please keep the payment reference number for your own record 	<p>使用繳費靈 (互聯網)</p> <ol style="list-style-type: none"> 1. 網址 www.ppskh.com 2. 輸入商戶號碼『9151』 3. 輸入賬單編號 (11 位數字賬單編號 – 頭 9 位數字為學生編號，尾 2 位數字為 "36") 4. 選擇賬單類別：『03』- 『學生雜費』 5. 輸入總金額 6. 請保存付款編號，以作紀錄

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Hong Kong Institute of Vocational Education (Haking Wong)

學生證申請表格
Student Card Application Form

姓名：

Name: *Mr. / Miss / Ms. _____ (English) _____ (Chinese)

學生編號：

Student No.:

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課程編號、年級及班別：

Course Code / Year / Class:

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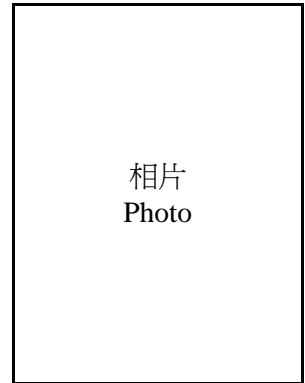
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請將相片貼在右邊方格內。

Please stick a photo in the given box on the right.

日期：

Date: _____



* 請將不適用者刪去。

* Please delete as appropriate.