CONFIDENTIAL

香港專業教育學院〔柴灣〕IVE(Chai Wan)

學籍/單元重新註冊申請表
Application for Reinstatement of Programme/ Module Registration

在填寫申請表前，請閱讀以下細則：Please read the instructions below before completing this form:

<table>
<tr><td colspan="2" align="center"><u>申請細則</u> Instructions to Applicant</td></tr>
<tr><td>1.</td><td>申請人應填寫申請表第 I 部份連同有關<u>申請原因</u>的信函及身份證，親身到學院秘書處遞交申請。
Complete Part I of the application form and submit to the Campus Secretariat in person. <u>Applicant should bring along a letter of reason for reinstatement</u> and your HKID Card.</td></tr>
<tr><td>2.</td><td>申請須繳付手續費港幣肆佰元正〔恕不退還〕。請參閱背頁繳費方法。
Applicant will be charged a handling fee of HK$400 (non-refundable). Please refer to payment methods on back page.</td></tr>
<tr><td>3.</td><td>學院秘書處會以書面形式通知申請人審核結果。
The Campus Secretariat will notify the applicant of the result in writing.</td></tr>
</table>

I. 學生資料 PARTICULARS OF STUDENT

姓名〔*先生/小姐/女士〕
Name（*Mr./Miss/Ms.）   英文姓名（in English）   學生編號 Student No.

中文姓名（in Chinese）   課程編號 Course/ Programme Code

課程名稱
Course/Programme Title _____   日間聯絡電話
                                                    Tel. No. _____

電郵 E-mail _____

地址
Address _____

☐ **Programme Level**   ☐ **Module Level (Module code) :** _____

☐ **Letter of reason for reinstatement of registration is attached.**

申請人簽署 Signature of Applicant   日期 Date

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

(FOR OFFICE USE)

II. RECOMMENDATION
(TO BE COMPLETED BY DEPARTMENT)

☐ Application is recommended

A place in Programme/ Module code_____

_____ is available, with effect from ***Semester 1/ 2 / 3.**

☐ Application **is not** recommended.
Please specify _____

Signature _____

HoD ( )	Date

III. PRINCIPAL'S APPROVAL

<u>**Approval**</u>
<u>Yes</u> <u>No</u>

☐ Reinstatement of registration   ☐   ☐
at Programme/Module Level

☐ Other   ☐   ☐

Signature _____

P/IVE(CW)	Date

IV. NOTIFICATION OF RESULT (For Department use)

☐ Student paid the reinstatement fee on _____.
☐ Student informed of the application result on _____.
☐ (For Module Reinstatement only) Modules registered on _____ and SRS updated.

Staff Signature _____

Name ( )	Date

學籍/單元重新註冊費用
Payment for Application for Reinstatement of Programme/ Module Registration

繳費方式 Payment Method	繳費程序 Payment Procedures	
1. 於任何**恒生銀行**或**匯豐銀行**自動櫃員機 At any **ATM** of the **Hang Seng Bank** or **HSBC**	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇教育 – 其他 Select Education – Others iii. 選擇『職業訓練局』 Select "Vocational Training Council" iv. 選擇繳交『學生雜費』 Select payment of "Fees for Student Services" v. 輸入 11 位數字賬單編號(學生編號+"17") Enter 11-digit Bill Account Number(Student No. + "17") vi. 輸入總金額(港幣$400) Enter the Total Payment Amount(HK$400) (注意: 你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction.) vii. 請保存自動櫃員機收據正本，以作紀錄 Please keep the original of the ATM payment receipt for your own record	
2. 於貼有『**繳費易**』的『**銀通**』櫃員機 At the JETCO ATM with the JET Payment Logo	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇『商戶編號輸入』 Select "Merchant Code Entry" iii. 輸入商戶編號『9151』 Key in Merchant Code "9151" iv. 賬單類別：輸入『03』 Bill Type : Enter "03" v. 輸入 11 位數字賬單編號(學生編號+"17") Enter 11-digit Bill Account Number(Student No. + "17") vi. 輸入總金額(港幣$400) Enter the Total Payment Amount(HK$400) (注意: 你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction.) vii. 請保存自動櫃員機收據正本，以作紀錄 Please keep the original of the JETCO ATM payment receipt for your own record	
3. 使用**繳費靈** Using **PPS*** (*請先開立戶口及致電 18013 登記此賬單) (*Please open a PPS account and register the bill by calling 18011 if you have not.)	<u>電話(By Telephone)</u> i. 致電 18033 Dial access number 18031 ii. 輸入商戶號碼『9151』 Enter merchant code "9151" iii. 輸入 11 位數字賬單編號(學生編號+"17") Enter the 11-digit Bill Account Number (Student No. +"17") iv. 選擇賬單類別： 『03』-『學生雜費』 Select Bill Types : "03" – payment of "Fees for Student Services" v. 輸入總金額(港幣$400) Enter the Total Payment Amount(HK$400) (注意: 你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction.) vi. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record	<u>互聯網(By Internet)</u> i. 網址 www.ppshk.com Visit www.ppshk.com ii. 輸入商戶號碼『9151』 Enter merchant code "9151' iii. 輸入 11 位數字賬單編號(學生編號+"17") Enter the 11-digit Bill Account Number (Student No. + "17") iv. 選擇賬單類別 :『03』-『學生雜費』 Select Bill Type : "03"- payment of "Fees for Student Services" v. 輸入總金額(港幣$400) Enter the Total Payment Amount(HK$400) (注意: 你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction.) vi. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record

(FOR OFFICE USE)
RECORD AT THE CAMPUS SECRETARIAT
(Please tick the appropriate box(es))

☐ All items duly filled in by student in Section I

☐ Payment advice issued on _____

☐ Student was deregistered on _____

Payment: ☐administration fee HK$<u>400</u> **ATM/PPS** was settled on _____

☐tuition fee HK$_____ **ATM/PPS** was settled on _____

☐ With Outstanding fee amounting to HK$_____ (will apply defer payment)

Signature of Staff

Name (   )   Date