

Vocational Training Council (VTC)
Notes to Applicants for Waiver of Graduation Fee 2024/25 [Brief Form]
(For applicants who have results of VTC Tuition Fee Remission Scheme or
Financial Assistance Schemes by Student Finance Office (SFO) in AY2024/25)

- (1) Applicant should complete and submit the application form (brief form), with application results of financial assistance schemes^{note} for AY2024/25, to Institute Secretariat **on or before 2 October 2025 (Thursday)**. (If students do not have any application result of financial assistance schemes^{note} for AY2024/25, please complete the **Application Form (General Form)**.)
- (2) Application forms can be obtained from Institute Secretariat, or can be downloaded from 'Graduation Ceremony Webpage' (<https://www.vtc.edu.hk/graduation>).
- (3) The application for Waiver of Graduation Fee will be assessed based on the result of VTC Tuition Fee Remission Scheme or Financial Assistance Schemes by SFO for AY2024/25 as well as the supplementary information of family economic condition (if applicable).
- (4) The application result for the Waiver of Graduation Fee will be announced in January 2026 tentatively via 'Graduation Ceremony Webpage' (<https://www.vtc.edu.hk/graduation>). However, there may be delay owing to the limited time for processing applications.
- (5) For successful applications of Graduation Fee Waiver, the levels of waiver will be either full or half **[Remarks]**. The paid Graduation Fee (or part of it, depending on the result of application) will be refunded through autopay.

Remarks:

If the total amount of Graduation Fee to be waived exceeds VTC's budgeted amount, a waiver percentage lower than 50% may be applied to all half-waiver awardees, subject to the decision by VTC. Full-waiver awardees will not be affected.

- (6) Applicant **must sign on the "Declaration" of the application form** and are **reminded to provide the information required** for processing the application. Late application or application without sufficient information will not be considered.
- (7) Provision / Handling of personal data:
 - (a) The VTC will use the personal data in the application for the following purposes:
 - Activities relating to the processing and counter-checking of your application for Waiver of Graduation Fee;
 - Activities relating to recovery in full / overpayments of the assistance (if applicable); and
 - Statistics and research.
 - (b) The personal data provided in the application and the application result may be disclosed to the Government policy bureaus and departments, for the purposes mentioned in (a) above, or where such disclosure is authorized and required by law.
 - (c) The VTC will contact the government departments, parties and organizations (including the current/ ex-employer(s) of you and your family members) to obtain and verify the data provided in the application, for the purposes mentioned in (a) above.
 - (d) All documents submitted are not returnable. However, you have the right to obtain, access and make corrections to the personal data provided in your application. You can request for a copy of the personal data provided in this application. Such request should be addressed to the campus principal, and the VTC reserves the right to charge a fee for the processing of data access request.

For enquiry, please contact Institute Secretariat.

Note:

Programme	Financial Assistance Scheme
Full-time Subvented Higher Diploma programmes	Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) (offered by Student Finance Office)
Full-time Programmes of Hotel and Tourism Institute (HTI) / Chinese Culinary Institute (CCI) / International Culinary Institute (ICI)	VTC Tuition Fee Remission Scheme

Vocational Training Council
Application Form for Waiver of Graduation Fee 2024/25 (Brief Form)

**(For applicants who have results of VTC Tuition Fee Remission Scheme or
Financial Assistance Schemes by Student Finance Office (SFO) in AY2024/25)**

Name : _____

HKID No. : _____ Student No.: _____

Name of Campus : _____ Programme Code / Class: _____

Contact Tel : _____ Contact Email : _____

Annual Tuition Fee Payable for AY2024/25: HK\$ _____

Result of VTC Tuition Fee Remission / Financial Assistance Scheme by SFO (AY2024/25):
(Please attach copy of application results. If you have not applied for the financial assistance schemes as shown below, please use the **Application Form (General Form)** which can be obtained from Campus Secretariat.)

Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS):	Grant:HK\$_____Loan: HK\$_____
VTC Tuition Fee Remission:	Full / Half

Additional Information (Use separate sheets, if necessary)

I provide the following supplementary information for this application:

The rebate will be credited to the following bank account if you are successfully awarded the graduation fee waiver and have settled the graduation fee. ^{Note}

(Please **attach copy** of the first page of the bank statement / passbook / ATM card showing the account holder's name and account number)

Bank Code: (e.g. HSBC – 004; BOC – 012; Hang Seng – 024; or other bank)

Bank Account No.:

Name of Account Holder (English): _____

Note:

- The bank account can be your own personal account or the joint account with your father or mother / spouse (if you are married).
- If you do **not** have any personal bank account or joint account, you can provide the bank account of your father or mother / spouse (if you are married).
- The account must **NOT** be a time deposit account, credit card account or foreign currency account.
- The bank account must be valid (it must be recently used).
- Please ensure that the account number and name of holder are correctly entered. VTC will not be held responsible for any delay or loss in the payment of the assistance caused by incorrect bank account information provided.

Declaration

I _____ (Name of Applicant) have read, understand, agree and comply with all the provisions in the “Notes to Applicants for VTC Graduation Fee Waiver 2024/25”.

I declare that the information in this application form and the supporting documents provided are true, complete and accurate. I also understand that any person who by any deception dishonestly obtains for himself or another any pecuniary advantage shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong). It will also lead to disqualification and restitution in full of the Graduation Fee Waiver granted. Should there be any changes of the information submitted in this application, I shall inform Vocational Training Council ("VTC"), in writing immediately.

I understand that VTC may review my application, conduct investigation and home visits. VTC may also request for originals of the family income proofs, personal identification documents and any other relevant documents for authentication of the application data. Oaths and declarations at Home Affairs Department, Solicitors, or any other authorized persons may also be required. The financial assistance may be subsequently adjusted / withdrawn according to the findings. All or any overpayment of the assistance should be returned to VTC immediately upon request.

I also understand that if I or my family members refuse to co-operate with the VTC staff members, or if I am in receipt of allowance granted by any private or public organization comparable to the assistance, I am required to return all or any overpayment of the assistance to VTC immediately upon request.

I hereby agree and give consent to authorize the VTC to handle the personal data / information provided in this application in accordance with item 7 of the Notes to Applicants. I also give consent to the VTC to review the information in my application form for VTC Tuition Fee Remission Scheme in AY2024/25 for the purpose of processing the application. VTC may also assess the applicant's eligibility and grant assistance based on the data in this application form. I understand that although the award of graduation fee waiver by VTC will normally follow the applicant's result of VTC Tuition Fee Remission or Financial Assistance by Student Finance Office (SFO) in AY2024/25, VTC reserves the right to accept/not accept the aforementioned result and any subsequent adjustment by SFO.

Signature of Applicant: _____ Date: _____

For VTC Official Use		
1 st Checking by	:	_____
		(Name / Post) (Signature)
2 nd Checking by	:	_____
		(Name / Post) (Signature)