

Application for Module Exemption
(Based on Academic Achievements)

Please read the instructions overleaf before completing this form.

For CS Use Only
Serial No: _____

I(A). Particulars of Student

Name (English): Mr/Ms _____ (Chinese) _____
HKID Card No/Student No : _____ Mobile Phone No: _____

I(B). Particulars of Course

Course Title: _____ Course Code: _____
Current Year/Level of Study : _____ Year/Level of Intake _____ Mode: PTD PTE
Offering Department: CN ENG

II. Particulars of Application

Module(s) applying for exemption		Previous qualifications obtained to support application				Supporting documents required
Module Code and Title	Issuing Authority	Qualifications/Award	Grade	Date of Issue		
					* Transcript/ Certificate/ Others (Please specify: _____)	

Signature of Student : _____ Date : _____

III. For Campus Secretariat Use Only

- Application**
- All items duly filled in by student in Sections I and II?
 - Student's HKID/Student ID Card checked?
 - Record of student registration checked?
 - The handling charge \$ _____ settled by _____ ?
(DD / MM / YY)

Refund
*arranged/not necessary

Tuition fee amount in SRS updated

Signature : _____
Name/Post

Date : _____

Signature of Responsible Staff : _____ Date : _____

IV. To be completed by Department and returned to CS for action

Module(s)		Exemption Granted		Responsible Staff		MSRP2103M in SRS Updated by Departmental Clerk	
Code	Value	Yes	No	Name	Signature	Name	Signature

(i) The total module value(s) of the course for *Autumn/Spring/Summer Semester is _____.

(ii) Copy of the reply letter issued by Department to the student is attached.

(iii) A copy of updated Student Enrolled Module Register (MSRP2201R) is attached for record/refund, if necessary.

Signature : _____ Date: _____
HoD ()

Notes to Students

1. A **non-refundable** fee of HK\$100 per module.
2. Complete the application form and submit it to the Campus Secretariat (Room C315). You may be required to show your HKID Card / Student ID Card.
3. Pay the necessary fee according to the payment procedures stated on the Payment Advice by the due date. If no payment is received by the due date, the application will not be further processed. If you later on want to re-apply, you are required to submit a new application.
4. Applicants will be notified of the result by the stipulated notification period (see below).
5. Applicants must attend classes before exemption is granted. Your attention is drawn to Section 7.3 – Module Exemption of the IVE(Tsing Yi) Student Handbook.
6. Applications received outside the stipulated submission period (see below) will **NOT** be processed.
7. Provision of false information may result in de-registration from the Course.

Submission Deadline and Notification of Result

Students may apply for module exemption for modules that they will be eligible / allowed to take in each academic year (AY) / Semester.

For Students	Application Period	Notification of Result	Result Enquiry	
55901F	13-27 September 2022	By 27 October 2022	CN Dept	2436 8503

香港專業教育學院 (青衣)
豁免單元繳費通知書

Hong Kong Institute of Vocational Education (Tsing Yi)
Payment Advice for Module Exemption

學生姓名 Name:	收費 Fee : 每單元 per module : \$100												
學號 Student No.:	繳費限期 Payment Period : <u>On the date of application</u>												
課程編號 Programme Code:	賬單編號 Bill Account Number : <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> </tr> </table>											1	5
										1	5		
發出日期 Issue Date :	↑ 學生編號 Student No. ↓												

繳費方式 Payment Method	繳費程序 Payment Instructions	
<p>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</p>	<ul style="list-style-type: none"> 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. 輸入賬單編號 (請參閱列印在繳費通知書上的 11 位數字賬單編號) Enter Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice) vi. 輸入總金額 Enter the Total Payment Amount (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. 請保存自動櫃員機繳費收據正本, 以作紀錄 Please keep the original of the ATM payment receipt for your own record 	
<p>2. 於貼有「繳費易」的「銀通」櫃員機 At any JETCO ATM with the JET Payment Logo</p>	<ul style="list-style-type: none"> 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. 輸入賬單編號 (請參閱列印在繳費通知書上的 11 位數字賬單編號) Enter Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice) vi. 輸入總金額 Enter the Total Payment Amount (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. 請保存自動櫃員機繳費收據正本, 以作紀錄 Please keep the original of the JETCO ATM payment receipt for your own record 	
<p>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.)</p>	<p>電話 (By Telephone)</p> <ul style="list-style-type: none"> i. 致電 18033 Dial access number 18031 ii. 輸入商戶號碼『9151』 Enter merchant code “9151” iii. 輸入賬單編號 (請參閱列印在繳費通知書上的 11 位數字賬單編號) Enter the Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice) 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 Enter the Total Payment Amount (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 	<p>互聯網 (By Internet)</p> <ul style="list-style-type: none"> i. 網址 www.ppskh.com Visit www.ppskh.com ii. 輸入商戶號碼『9151』 Enter merchant code “9151” iii. 輸入賬單編號 (請參閱列印在繳費通知書上的 11 位數字賬單編號) Enter the Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice) 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 Enter the Total Payment Amount (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