

Hong Kong Institute of Vocational Education (Tsing Yi)
Application for Replacement of Student Card

Please read the "Notes to Students" 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 Programme

Programme Title: _____

Programme Code/Year (Level): _____ Mode: FT PTD PTE

Offering Department: BA CN ENG/MSTI IT

I(C). Declaration

I declare that the information given in this form is true and correct. I also understand that provision of any false or misleading information shall lead to disciplinary action.

Signature of Student: _____ Date: _____

II. FOR CAMPUS SECRETARIAT USE ONLY

Application

All items duly filled in by student in Section I?

Applicant's HKID checked?

Record of student registration checked?

The handling charge of \$ _____ is settled on _____ (DD/MM/YY)

Signature of Responsible Staff: _____ Date: _____
(Name/Post)

Issue

HKID checked?

Signature of Responsible Staff: _____ Date: _____
(Name/Post)

III. ACKNOWLEDGEMENT

To be completed by the applicant/representative upon collection.

I acknowledge receipt of **the replacement card**. I undertake the responsibility to return my original student ID card to the Campus Secretariat for cancellation if found after the replacement.

Signature of Student/Representative: _____ Date: _____

To Be completed by CS

Application for replacement of student ID Card was received from _____
on _____ Student Name (Student No)

Signature of Responsible Staff: _____
(Name/Post) (Campus Chop)

Notes to Students

1. A **non-refundable** fee of HK\$100 is charged for each application.
2. Complete the application form and submit it to the Campus Secretariat (Room C315) . You will be required to show your HKID Card / Student ID Card.
3. Pay the necessary fee according to the payment instructions 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. We shall inform you the date of collection upon payment. You are requested to collect the Student Card in person by producing your HKID Card. If you are unable to collect the Student Card in person, you may authorize a representative to collect on your behalf. Your representative is required to bring along the following documents for verification / checking:
 - i) An authorization letter with your signature;
 - ii) A copy of your HKID Card; and
 - iii) His / Her HKID Card

香港專業教育學院 (青衣)
Hong Kong Institute of Vocational Education (Tsing Yi)

補領學生證繳費通知書
Payment Advice for Replacement of Student Card

學生姓名 Name:	收費 Fee: 每份 Per Copy \$100													
學號 Student No.:	繳費限期 Payment Period: _____ On the date of application													
課程編號 Programme Code:	賬單編號 Bill Account Number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <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;"></td> <td style="width: 20px; height: 20px; text-align: right;">3</td> <td style="width: 20px; height: 20px; text-align: right;">6</td> </tr> </table>												3	6
											3	6		
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>	<p>i. 選擇繳費服務 Select Bill Payment Services</p> <p>ii. 選擇教育 – 其他 Select Education – Others</p> <p>iii. 選擇『職業訓練局』 Select “Vocational Training Council”</p> <p>iv. 選擇繳交『學生雜費』 Select payment of “Fees for Student Services”</p> <p>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)</p> <p>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.)</p> <p>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>				
<p>2. 於貼有「繳費易」的「銀通」櫃員機 At any JETCO ATM with the JET Payment Logo</p>	<p>i. 選擇繳費服務 Select Bill Payment Services</p> <p>ii. 選擇『商戶編號輸入』 Select “Merchant Code Entry”</p> <p>iii. 輸入商戶編號『9151』 Key in Merchant Code “9151”</p> <p>iv. 賬單類別: 輸入『03』 Bill Type: Enter “03”</p> <p>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)</p> <p>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.)</p> <p>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>				
<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>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center; padding: 5px;">電話 (By Telephone)</th> <th style="width: 50%; text-align: center; padding: 5px;">互聯網 (By Internet)</th> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>i. 致電 18033 Dial access number 18031</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code “9151”</p> <p>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)</p> <p>iv. 選擇賬單類別: 『03』—『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services”</p> <p>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)</p> <p>vi. 請保存付款編號, 以作紀錄 Please keep the payment reference number for your own record</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>i. 網址 www.ppskh.com Visit www.ppskh.com</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code “9151”</p> <p>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)</p> <p>iv. 選擇賬單類別: 『03』—『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services”</p> <p>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)</p> <p>vi. 請保存付款編號, 以作紀錄 Please keep the payment reference number for your own record</p> </td> </tr> </table>	電話 (By Telephone)	互聯網 (By Internet)	<p>i. 致電 18033 Dial access number 18031</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code “9151”</p> <p>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)</p> <p>iv. 選擇賬單類別: 『03』—『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services”</p> <p>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)</p> <p>vi. 請保存付款編號, 以作紀錄 Please keep the payment reference number for your own record</p>	<p>i. 網址 www.ppskh.com Visit www.ppskh.com</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code “9151”</p> <p>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)</p> <p>iv. 選擇賬單類別: 『03』—『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services”</p> <p>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)</p> <p>vi. 請保存付款編號, 以作紀錄 Please keep the payment reference number for your own record</p>
電話 (By Telephone)	互聯網 (By Internet)				
<p>i. 致電 18033 Dial access number 18031</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code “9151”</p> <p>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)</p> <p>iv. 選擇賬單類別: 『03』—『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services”</p> <p>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)</p> <p>vi. 請保存付款編號, 以作紀錄 Please keep the payment reference number for your own record</p>	<p>i. 網址 www.ppskh.com Visit www.ppskh.com</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code “9151”</p> <p>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)</p> <p>iv. 選擇賬單類別: 『03』—『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services”</p> <p>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)</p> <p>vi. 請保存付款編號, 以作紀錄 Please keep the payment reference number for your own record</p>				