Hong Kong Institute of Vocational Education (Tsing Yi) <u>Application for Replacement of Student Card</u>

Disa		For CS Use Only										
Plea	se read the "Notes to Students" overleaf before completing this form.	Serial No:										
I(A).	Particulars of Student											
		nese):										
	HKID Card No / Student No: Mobile Pho	one 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 using false or misleading information shall lead to disciplinary action.	understand that provision of										
	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											
	<u> </u>	(DD/MM/YY)										
	Signature of Responsible Staff: Dat	e:										
	(Name / Post)											
	Issue											
	☐ HKID checked?											
	Signature of Responsible Staff: Da (Name / Post)	ate:										
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)										

Please ' $\ensuremath{\square}$ ' as appropriate.

^{*} Please delete as appropriate.

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	J
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:	3 6
發出日期 Issue Date:	7,401 (1114)	L 學生編號 Student No. 」

				 版	BIII ACCO	ount Nur	mber :							3	6		
發出	出日期 Issue Date:							Ĺ	學生	三編號	Stude	ent No.	Ĺ				
繳費	費方式 Payment Method				總	數費程序	Payme	nt Ins	structi	ons							
1.	於任何恒生銀行或匯	i. 選擇繳費服務															
	豐銀行自動櫃員機	Select Bill Payment Services ii. 選擇教育 - 其他															
	At any ATM of the	11.	Select Education – Others														
	Hang Seng Bank or	iii.		紫訓練局』													
	HSBC			ocational Tra		ncil"											
		iv.	X21 LWX 1 TT LESC 2														
		v.	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 A	ccount Num							printed	d on the F	ayme	ent Ad	lvice)		
		vi.	輸入總金														
				Total Payme 尔必須於同-			始什氏录	ラ弗田									
				小妃妈於问 J must pay t						1.)							
		vii.		動櫃員機繳費						,							
			Please ke	ep the origin	nal of the A	ATM payn	nent recei	ot for	your o	vn reco	rd						
2.	於貼有「繳費易」的「銀	i.	選擇繳費														
	通」櫃員機			Payment S													
	At any JETCO ATM	II.		与編號輸入』 erchant Cod													
	with the JET Payment	iii.		編號『9151 _』													
	Logo		Key in Me	rchant Code	e "9151"												
		iv. 賬單類別:輸入『03』															
								Bill Type: Enter "03" 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)									
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