OAS	**Hong Kong Institute of Vocational Education (Tsing Yi)**
	Application for Deferment of Study

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: _____

Address: _____

Contact Telephone: (Residential) _____ (Office) _____ (Mobile) _____

I(B). Details of Deferment

Part-time Day Course

Course Code: _____   Year∕Level _____   Academic Year : 20____∕20____

Defer study to Academic Year : 20____∕20____

Part-time Evening Course

Course Code: _____   Year∕Level of First Enrolment: _____   Academic Year: 20____∕20____

Module(s) Applying for Deferment (See Note 6 overleaf)

- ☐ All Module(s) in the Academic Year
- ☐ All Module(s) in the *Autumn∕Spring Semester
- ☐ Individual module(s), no of module(s) to be deferred: _____

Module Code(s)	Module Title(s)
_____	_____
_____	_____
_____	_____

Reason (With supporting documents) : _____

Signature of Student : _____   Date : _____

II. To be completed by Department

Application is   ☐ * recommended∕approved

☐ * not recommended∕not approved

Reason : _____

Student will resume study in Academic Year 20____∕20____

Student must complete the Course by Academic Year 20____∕20____

[Please take into consideration the guided learning hours when counting the Maximum Registration Period (see GARs Clause 1.8 overleaf).]

Signature: _____   Date: _____
            HoD(   )

For CS Use (for MAC Course)

- ☐ Informed student on _____
- ☐ SRS updated
- ☐ Application form copied to Dept

Signature: _____
                (Name∕Post)
Date: _____

III. To be completed by CS (For PTD Course only)

Application for deferment of study * is∕is not approved

Tuition fee recommended ☐ Full Payment

☐ Pay the difference between two academic years

Remarks: _____

Signature: _____   Date: _____
            P∕TY

For CS Use

- ☐ Informed student on _____
- ☐ Informed * HoD∕H(LRC)∕ AFO
- ☐ SRS updated
- ☐ File record updated & BU
- ☐ Student card returned to CS
- ☐ Handling fee deducted from tuition fee paid
- ☐ No handling fee required and tuition fee forfeited
- ☐ Handling fee paid

Signature: _____   Date: _____
                (Name∕Post)

Please '☑' as appropriate.   * Please delete as appropriate.

TYAR 18 (Revised 10/18)

Notes to Students

1. The following non-refundable handling fee is charged for each application:

Applications Received	Handling Fee
Before the commencement of semester or academic year	for **Part-time** Courses HK$500 per year or HK$250 per Semester
After the commencement of semester or academic year	Tuition fee paid is forfeited [Note 4]

2. Complete Part I of the application form and submit it to the Campus Secretariat (Room C315) for consideration.

3. Supporting documents, such as medical certificate, employer's letter, should be attached to the application form.

4. A student who is granted deferment of study normally has to pay the **full** tuition fee on resumption of study. Applications from students with outstanding tuition fee will not be processed.

5. Student will be notified of the commencement date of the forthcoming semester and the registration procedures by August. No tuition fee will be refunded if student fails to resume study in the academic year specified in the approval.

6. Student has to **complete all modules [including the deferred module(s)] within the Maximum Registration Period** as stipulated in GARs Clause1.8 (see below). Deferment period is counted in calculating the number of years a student takes to complete the course. Part-time students will be requested to select module(s) for the next academic year／semester before commencement of classes.

7. **Requests for deferment of study one month before examinations will only be considered in exceptional circumstances.**

GARs Clause 1.8 (last update in December 2007)		
The **Maximum Registration Period** for a Course is the maximum number of years a student is allowed in completing the Course. For Various Courses adopting the Semester and Modular System, the respective Maximum Registration Periods are calculated according to the formulas below:		
Nominal Duration [Note] **(N Years)**	**Maximum Registration Period (Years)**	
	Full-time Courses	**Part-time Courses**
N >= 2	**N + 2**	**N + 3**
N = 1	**2**	**3**

Note: For multiple entry and multiple exit Higher Diploma courses with reduction of class contact hour through guided study delivery, the nominal duration would be that after class contact hour reduction.

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

休學繳費通知書
Payment Advice for Deferment of Study

學生姓名 Name:	收費 Fee： 全日制 FT：每學期 per semester $500；每年 per year $1,000
學號 Student No.:	兼讀制 PTE／PTD：每學期 per semester $250；每年 per year $500
課程編號 Course Code:	繳費限期 Payment Period： To be advised by the CS
發出日期 Issue Date:	賬單編號 Bill Account Number：　[　][　][　][　][　][　][　][　][　] **1 3**　　　　　↥ 學生編號 Student No. ↥

繳費方式 Payment Method	繳費程序 Payment Instructions
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**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
2. 於貼有「繳費易」的「銀通」櫃員機 At any 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**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
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.)	**電話 (By Telephone)** / **互聯網 (By Internet)** 電話 (By Telephone): 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 互聯網 (By Internet): 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