| OAS | **Hong Kong Institute of Vocational Education (Tsing Yi)**
Application for Reinstatement of Registration Status |

| Please read the "Notes to Students" overleaf before completing this form. | **(For CS Use Only)**
Ref No. _____ |

I(A). Particulars of Student

Name (English): _____ (Chinese): _____
(in BLOCK letters)

Student No: _____

Address: _____

Telephone: (Mobile) _____ (Home) _____ (Office) _____

I(B). Particulars of Course

Course Title: _____

Course Code: _____ Year: 20____ to 20____ Mode: ☐ FT ☐ PTD ☐ PTE

Offering Department: ☐ BA ☐ CN ☐ ENG／MSTI ☐ IT

Signature of Student: _____ Date: _____

II.　　FOR CAMPUS SECRETARIAT USE ONLY

Application

All items duly filled in by student in Section I?

Student's HKID Card checked? ☐

Record of student checked? ☐

The handling charge of HK$400 is *settled／outstanding.

Remarks _____

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

Distribution: Original to Student. Copy to Teaching Department／Library／filing.

Recommended by:

_____
HoD( )／IVE(TY)
Date:

Approved by:

_____
P／IVE(TY)
Date:

III.　　CONFIRMATION OF REINSTATEMENT OF STUDY

This is to confirm that the registration status of *Mr／Ms _____

(Course _____) has been reinstated with effect from _____.

Signature of * OFF／SCO: _____ Date: _____

Please "☑" as appropriate.　　　　* Please delete as appropriate.

TYAR 19 (Revised 10/18)

Notes to Students

1. A **non-refundable** fee of HK$400 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 for verification purpose.

3. You will be informed to collect a payment advice for tuition fees from the Campus Secretariat if your application is being approved.

4. Pay the tuition fees and any other necessary fees 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 for reinstatement of registration status, you are required to submit a new application.

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

重新註冊繳費通知書
Payment Advice for Reinstatement of Registration Status

學生姓名 Name:	收費 Fee： $400
學號 Student No.:	繳費限期 Payment Period： On the date of application
課程編號 Course Code:	賬單編號 Bill Account Number：
發出日期 Issue Date:	↳ 學生編號 Student No. ↲

賬單編號 Bill Account Number：（末兩位 **1 7**）

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

繳費方式 Payment Method	電話 (By Telephone)	互聯網 (By Internet)
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.)	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	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