

Hong Kong Institute of Vocational Education (Tsing Yi)
4-Level Higher Diploma – Application for Statement of Award

Please read the "Notes to Students" overleaf before completing this form.

For CS Use Only
Ref : _____

I (A). PERSONAL & COURSE PARTICULARS

Name (English) : _____ (Chinese) : _____
Student Number : _____ Contact Telephone : _____ (Mobile)
Course Code/Level : _____ / _____ (Home)
Course Title : _____

I (B). STATEMENT OF AWARD APPLIED FOR

I have successfully completed *Level 1/Level 2/Level 3 study of the above mentioned course and obtained the relevant academic qualification.
I would like to apply for the below Statement of Award.

- Foundation Diploma (for Level 1)
Certificate (for Level 2)
Diploma (for Level 3)

For CS Use Only
Part I checked
Name:
Date:

I (C). DECLARATION

- 1. I declare that the information given in support of this application is, to the best of my knowledge, accurate and complete, and that any misrepresentation will lead to disqualification of my application for the Statement of Award.
2. I have already settled the application fee and all the outstanding fee (including library and other fines) owed to the VTC. Otherwise, my transcripts, certificates and related certification will be withheld.
3. I understand and agree that if I withdraw from study/I am de-registered from the course, the Statement of Award that I have obtained (if it is being my highest eligible level of award) will be regarded as the Exit Award, and there will be NO refund of application fee of the Statement of Award.
4. I will collect the Award Certificate in person, and I understand that IVE(TY) will dispose my award certificate if being uncollected for one year from the date of collection.

Signature of Student: _____ Date: _____

II. TO BE COMPLETED BY DEPARTMENT

DAC approved the award through examinations of :

Table with columns: Academic Year, Semester (Autumn, Spring, Summer), Main, Suppl.

MHSP03004M updated.

Signature: _____ ()Dept/IVE(TY) Date

Application Supported/Not supported.
Signature: _____ HoD()/IVE(TY)
Date: _____

III. FOR CAMPUS SECRETARIAT USE ONLY

The handling charge of HK\$100 is * settled/outstanding. (Remarks: _____)

MHSP03005R updated. MHSP05001M updated.

Certificate No. : _____ Action By : _____ (Name/Post)

Notes to Students

1. According to the prevailing policy of VTC, transcripts, certificates and related certification in respect to a student/ex-student will be withheld until he/she has paid up all his/her outstanding fee (including library and other fines) owed to the VTC. The application will only be processed after the payment receipt/payment reference number/cheque number of outstanding fee, if any, has been well received by the Campus Secretariat.
2. A **non-refundable** application fee of HK\$100 is charged for each application.
3. 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 for verification purposes.
4. 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.
5. We shall inform you the date of collection upon submission of application. You are requested to collect the Statement of Award in person by producing your HKID Card/Student ID Card. If you are unable to collect the Statement of Award 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)

學歷證明書繳費通知書
Payment Advice for Statement of Award

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 Course Code:	賬單編號 Bill Account Number: <table border="1" style="display: inline-table; border-collapse: collapse;"> <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; text-align: center;">3</td> <td style="width: 20px; height: 20px; text-align: center;">3</td> </tr> </table>										3	3
									3	3		
發出日期 Issue Date:	⌞ 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)	
	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.ppskhk.com Visit www.ppskhk.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)	
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