NAS

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

高級文憑課程 － 中期學歷證書申請表格
Higher Diploma - Application for Intermediate "Diploma" Award

在填寫本申請表前，請詳閱另頁的「申請中期學歷證書須知」。
Please read the attached "Notes on Application of Intermediate Award" before completing this form.

A. 學生個人資料 PARTICULARS OF STUDENT

英文姓名 Name in English: _____   中文姓名 Name in Chinese: _____

學生編號 Student Number: _____   課程編號 Programme Code: _____

課程名稱 Programme Title: _____

電郵地址 Email Address: _____   聯絡電話 Contact Phone No.: _____

B. 申請細節及領取安排 APPLICATION DETAILS AND COLLECTION ARRANGEMENT

☐ 本人決定在 _____ 年 _____ 月 _____ 日終止修讀以上高級文憑課程並申請中期學歷證書。 I decide to <u>discontinue my study</u> and exit from the above HD programme with effect from _____ (dd/mm/yyyy). I would like to apply for the intermediate award on exit.

　　☐ 請將階段結業的「學業成績證明書」郵遞給我（請註明郵遞地址：_____ _____），本人明白學院毋須為郵遞失誤負責。 Please send the transcript to me by post (Please specify postal address: _____), I understand that the Campus is not responsible for the transcript lost in mail.

　　☐ 本人會親自領取階段結業的「學業成績證明書」，並明白此文件若於申請日起計三個月內仍未被領取，會被銷毀。 I will collect the transcript in person, and I understand that the Campus will dispose the transcript if being uncollected for three months from the date of application.

☐ 本人欲申請中期學歷證書而非階段結業（即：<u>繼續修讀</u>以上高級文憑課程），基於以下原因： I wish to apply for an intermediate award without exiting the programme (i.e. <u>continue studying</u> the above HD programme) due to the following reason:-

_____

如空位不敷應用，請另紙書寫 (use separate sheets if space is not enough)

申請人簽署 Applicant's Signature: _____   日期 Date: _____

C. 聲明 DECLARATION

1. 本人已完成上述課程之「文憑」學歷要求。 I have fulfilled the requirements for the "Diploma" qualification of the above programme.

2. 本人已清繳所有對職業訓練局的欠款（包括圖書館及其他罰款），否則，不會獲發在職業訓練局轄下學院所修讀課程／單元的成績單、證書及相關證明。 I have settled all the outstanding fee (including library and other fines) owed to the VTC. Otherwise, my transcripts, certificates and related certification will be withheld.

3. 本人同意，如本人退學／被取消學籍，本人所取得之中期學歷證書會被視為本人階段結業的學歷證明，已繳的中期學歷證書申請費用概不會退還。 I agree that if I withdraw or being de-registered from the programme, the Intermediate Award that I have obtained will be regarded as the Exit Award, and the application fee paid for applying the Intermediate Award will not be refunded.

4. 本人會親自領取「中期學歷證書」，並明白此文件於派發日起計一年內仍未領取，會被銷毀。 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.

申請人簽署 Applicant's Signature: _____   日期 Date: _____

D. 由學系填寫 TO BE COMPLETED BY DEPARTMENT

1. Qualified for the "Diploma" award?　☐ No ／ ☐ Yes

2. DAC approval already granted?　☐ No ／ ☐ Yes, on _____ (DD／MM／YYYY)

3. Special approval of DAC obtained for granting Intermediate Award without exiting the programme?　☐ No. ／ N.A.　☐ Yes, on _____ (DD／MM／YYYY)

4. MSMP03702M and MSMP3710M Updated.

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

Application

☐ approved.

☐ not approved. Reason: _____

Signature: _____ HoD( )／IVE(TY)

Date: _____

E. 由學院秘書處填寫 TO BE COMPLETED BY CS

1. The handling charge of HK$100 is settled. ☐ Yes. ／ ☐ No. ／ ☐ N/A.

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

Please "☑" as appropriate.　　* Delete as appropriate.

TYAR 22 (revised 11/22)

申請中期學歷證書須知
Notes on Application of Intermediate "Diploma" Award

1. 請填妥申請表格，依照夾附的繳費程序於限期前繳交申請費（只適用於非階段結業的申請），並將下列文件交回學院秘書處（C315 室）。我們或需查閱你的身份證／學生證。學院在收妥下列文件後方會處理申請：

   - 填妥的中期學歷證書申請表格；
   - 申請費的繳款收據／付款編號（收費只適用於非階段結業的申請，每項申請現時為港幣一百元正）；及
   - 已清還所有欠款的繳款收據／付款編號／支票號碼（如適用^註）

     （學院會於確認收到有關款項後，才開始處理該申請。若於限期前未繳妥費用，申請會被取消而不作另行通知。如欲再提出申請，需重新填寫申請表格。）

   Complete the application form, pay the necessary fee according to the payment instructions stated on the Payment Advice by the due date (applicable to non-intermediate exit award only) and submit the following documents to the Campus Secretariat (Room C315). You may be required to show your HKID Card／Student ID Card for verification purposes. The application will only be processed after the following documents have been received by the Campus, including:-

   - a duly completed application form for intermediate award;
   - payment receipt／payment reference number of the application fee – (currently HK$100 for each non-intermediate exit award); and
   - payment receipt／payment reference number／cheque number of outstanding fee, if any[Note]

     (Your application will be processed upon confirmation of receipt of the relevant payment(s). 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.)

2. 部份高級文憑課程（參照下表）設有中期學歷證書。根據相關課程的學分要求，中期學歷證書一般只會頒授予選擇階段結業而沒有完成高級文憑課程的同學，申請階段結業的中期學歷證書不須繳交申請費用。

   Not all Higher Diploma Programmes (please refer to the table below for the available programmes list) will have an intermediate award. For programmes with an intermediate award, the award will normally only be granted to a student who chooses to exit without completing the Higher Diploma programme, subject to his／her meeting the credit requirements for the intermediate award concerned. No application fee is required for an intermediate exit award.

學系　Department of	課程編號　Programme Codes
商業　Business	BA114040, BA114041, BA114042, BA114043, BA114044
建造工程　Construction	EG114101, EG314101, EG524101, EG114111, EG114128, EG114138
工程　Engineering	EG114401, EG524401, EG114701,EG314701, EG524701, EG114705, EG314705, EG524705
資訊科技　Information Technology	IT314103, IT114125

3. 學生如能提供充份理由及滿足相關課程的學分要求，可以選擇在沒有階段結業的情況下提出申請中期學歷證書，申請人可以繼續完成修讀相關的高級文憑課程，但上述申請必須繳交申請費用並不予退還。

   With justifiable grounds and upon meeting the relevant credit requirements, a student of a programme with an intermediate award may apply for granting the intermediate award concerned without exiting the programme. A non-refundable administration fee is required for such application.

註： 按職訓局現時的政策，學生／離校生如有欠款（包括圖書館及其他罰款），其在職業訓練局轄下學院所修讀課程／單元的成績單、證書及相關證明將一律不予發放，直至清繳所有欠款為止。

Note: 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.

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

中期學歷證明書繳費通知書
Payment Advice for Intermediate "Diploma" Award
（只適用於非階段結業的申請　Applicable to non-intermediate exit award only）

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：□□□□□□□□□ **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.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