NAS

香港專業教育學院〔青衣〕IVE(TY)

學籍／單元重新註冊申請表
Application for Reinstatement of Programme／Module Registration

在填寫申請表前，請閱讀以下申請細則。
Please read the Instructions to Applicant below before completing this form.

(For CS Use Only)

Ref No._____

1. 申請人應填寫申請表第 I 部份連同有關<u>申請原因</u>的信函及身份證，親身遞交申請。Complete Part I of the application form and submit in person. <u>Applicant should attach an explanation for reinstatement</u> and bring along his／her HKID Card.
2. 須繳付申請手續費港幣 400 元正〔恕不退還〕。請參閱夾附的繳費方法。　Applicant is required to pay an administration fee of HK$400 (non-refundable).　Please refer to the attached payment methods.
3. 學院會以書面形式通知申請人申請結果。　The Campus will notify the applicant of the result in writing.

I. 學生資料　PARTICULARS OF STUDENT

姓名〔*先生／小姐／女士〕
Name（*Mr／Miss／Ms）　　　英文姓名（in English）　　　學生編號 Student No.

中文姓名（in Chinese）　　　課程編號 Programme Code

課程名稱 Programme Title　　　　　日間聯絡電話 Tel. No. _____

學系 Department　　* BA ／　CN　／　ENG / MSTI　／　IT　　電郵 E-mail _____

地址 Address _____

本人申請以下的重新註冊。　I wish to apply for the following reinstatement:

☐ **Programme Level**　　☐ **Module Level**
　　　　　　　　　　　　　Module code : _____

☐ **An explanation letter for reinstatement of registration is attached.**

申請人簽署 Signature of Applicant _____　日期 Date _____

(FOR OFFICE USE)

II. RECOMMENDATION
(TO BE COMPLETED BY DEPARTMENT)

☐ Application for reinstatement of programme in Semester * 1 ／ 2 ／ 3 is recommended.

☐ Application for reinstatement of module (Module code _____) is recommended in Semester * 1 ／ 2 ／ 3.

☐ Application **is not** recommended.　Reason _____

Signature _____
　　　　HoD (　　　　)　　　　Date

III. PRINCIPAL'S APPROVAL

Approved
Yes　No

☐ Reinstatement of registration　☐　☐

☐ Other　　　　　　　　　　☐　☐

Signature _____
　　　　P／IVE(TY)　　　　Date

III. RECORD AT CAMPUS

☐ All items in Section I completed by student.　☐ Administration fee HK$ <u>400</u> was settled on _____.

☐ Student was deregistered on _____.　☐ Tuition fee HK$ _____ was settled on _____.

☐ Module(s) _____ was/were removed due to non-payment of tuition fee in AY ____／____.　☐ * With Outstanding fee amounting to HK$ _____／approved for defer payment.

Signature of Staff _____　Date _____

IV. NOTIFICATION OF RESULT

☐ Informed student of the application result on _____.

☐ Payment advice for _____ instalment of Tuition Fee of HK$_____ issued (including * SU Fee HK$100／Caution Money HK$300／Other Fee HK$ _____).

☐ Student paid and registered on _____ and SRS updated.

☐ Copied to Department on _____.

Signature of Staff _____　Date _____

V. CONFIRMATION ON REINSTATEMENT

This is to confirm the following reinstatement in respect of *Mr／Ms _____ with effect from _____ :

☐ A study place in Programme _____.

☐ A study place in module _____.

Signature of * OFF／SCO: _____　Date : _____

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

TYAR 24 (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 Programme ╱ Module registration, 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)

學籍／單元重新註冊費用
Payment for Application for Reinstatement of Programme／Module Registration

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 Programme Code:	賬單編號 Bill Account Number： ☐☐☐☐☐☐☐☐☐ 1 7
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