

Hong Kong Institute of Vocational Education (Tsing Yi)
Application for Tuition Fee Receipt

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

For CS Use Only

Serial No: _____ / _____

I(A). Particulars of Applicant

Name (English): Mr/Ms _____ (Chinese): _____

HKID Card No/Student No: _____

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

I(B). Particulars of Programme

Programme Code: _____ Year (Level) _____ Mode: FT PTD PTE

Offering Department: BA CN ENG/MSTI IT

I(C). I wish to obtain the following Receipt of Academic Year _____ / _____ from IVE(TY):

- 1st Installment 3rd Installment
 2nd Installment Others: Please specify _____

I(D). Collection Arrangement

- I will **collect** the document **in person** and I understand that the Campus will dispose the document if being uncollected for three months from the date of application.
 Please **send** the document to me **by post**, and I understand that the Campus is not responsible for the document lost in mail.

Postal Address: _____

Signature of Applicant: _____ Date: _____

II. FOR CAMPUS SECRETARIAT USE ONLY

Application

- All items duly filled in by student in Section I?
 Applicant's HKID/Student Card checked?
 Record of student registration checked?
 Outstanding fee checked? If yes, please specify _____

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

Issue

- HKID/Student Card checked?

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

Please "☑" as appropriate.

* Please delete as appropriate.

III. ACKNOWLEDGEMENT *(To be completed by the applicant/representative upon collection.)*

I acknowledge receipt of the payment receipt.

Signature of Applicant/Representative: _____ Date: _____

Notes to Students

1. Complete the application form and submit it to the Campus Secretariat (Room C315). You will be required to show your HKID Card / Student ID Card for verification purpose.

2. We shall inform you the date of collection if you wish to collect the Payment Receipt in person. You are required to produce your HKID Card / Student ID Card upon collection. If you are unable to collect your Payment Receipt 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.

Note: If the postal address that you wrote on this application form is different from the one in the Student Records System, the Campus will not update the original record.