

Hong Kong Institute of Vocational Education (Tsing Yi)

Study Package Request Form

For CS Use Only

Serial No: _____/_____

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

I. Particulars of Student

Name (in English): _____ Student No: _____

Programme Code/Class: _____ Mobile Phone No: _____

Department: BA CN ENG/MSTI IT

Study Package(s) Requested:

English Module : LAN3100 (WI) LAN3103 (WC) LAN4101 (PM)

LAN4107 (RE) LAN4108 (PP)

Chinese and Putonghua Module: LAN3003 (普通話對話與匯報) LAN4002 (普通話報告與推介文書) LAN4003 (普通話報告與紀實文書)

Reason for Replacement: Lost Damaged Others (please specify): _____

Signature of student: _____ Date: _____

II. FOR CAMPUS SECRETARIAT USE ONLY

Part I has been completed.

Receipt of HK\$ _____ made by * ATM/PPS (Ref No: _____) is enclosed.

Application form copied to LC on _____

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

III. FOR LANGUAGE CENTRE USE ONLY

Student ID card checked Replacement Record no: _____

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

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

I acknowledge the receipt of the study package(s) as detailed in part I of this form.

Signature of student/representative: _____ Date: _____

Notes to Students

1. Student is required to:

- (i) Complete Part I of the request form.
- (ii) Pay the fee of the study package(s) through ATM/JETCO or PPS. The fee is **non-refundable**. Application could only be processed upon receipt of the fee.

Study Package Fee

Study Package	Fee
English	\$75
Chinese and Putonghua	\$58

- (iii) Submit the completed request form together with the following document(s) to the Campus Secretariat for verification:
 - a) Student Card; and
 - b) Original ATM/JETCO payment receipt;
2. Please bring along your Student ID card and Acknowledgement Form issued by CS to collect the study package(s) **in person** in Room B418 on the specified date. The Language Centre reserves the right to dispose of the study package if it is not collected three months after the date of application.

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

學習套件繳費通知
Payment Advice for Study Package

繳費限期 Payment Period :	On the date of application											
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;">4</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> </tr> </table>										4	0
									4	0		
	↑ 學生編號 Student No. ↓											

繳費方式 Payment Method	繳費程序 Payment Instructions	
<p>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</p>	<p>i. 選擇繳費服務 Select Bill Payment Services</p> <p>ii. 選擇教育 – 其他 Select Education – Others</p> <p>iii. 選擇『職業訓練局』 Select “Vocational Training Council”</p> <p>iv. 選擇繳交『學生雜費』 Select payment of “Fees for Student Services”</p> <p>v. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above</p> <p>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.)</p> <p>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</p>	
<p>2. 於貼有「繳費易」的「銀通」櫃員機 At any JETCO ATM with the JET Payment Logo</p>	<p>i. 選擇繳費服務 Select Bill Payment Services</p> <p>ii. 選擇『商戶編號輸入』 Select “Merchant Code Entry”</p> <p>iii. 輸入商戶編號『9151』 Key in Merchant Code “9151”</p> <p>iv. 賬單類別：輸入『03』 Bill Type: Enter “03”</p> <p>v. 輸入上列的 11 位數字賬單編號 Enter 11-digit Bill Account Number printed above</p> <p>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.)</p> <p>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</p>	
<p>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.)</p>	<p style="text-align: center;">電話 (By Telephone)</p> <p>i. 致電 18033 Dial access number 18031</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code “9151”</p> <p>iii. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above</p> <p>iv. 選擇賬單類別：『03』—『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services”</p> <p>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)</p> <p>vi. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record</p>	<p style="text-align: center;">互聯網 (By Internet)</p> <p>i. 網址 www.ppskh.com Visit www.ppskh.com</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code “9151”</p> <p>iii. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above</p> <p>iv. 選擇賬單類別：『03』—『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services”</p> <p>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)</p> <p>vi. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record</p>

Hong Kong Institute of Vocational Education (Tsing Yi)

Study Package Request Acknowledgement Form

(to be completed by CS)

Student Name: _____ Student No: _____

This serves to acknowledge your request of study package(s).

The study package(s) will be available for your collection **in person** at **Language Centre (Rm B418)** after 7 working days, i.e. on _____ during the office hours given below **subject to receipt of the fee required.**

Monday – Friday	9:00 am – 12:30 pm 1:30 pm – 4:30 pm
Saturday, Sunday & Public Holiday	Closed

The Language Centre reserves the right to dispose of the study package(s) if it is not collected **three months** after the date of application.

Should you have any enquiries, please contact the Language Centre at 2436 8404.

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