

Hong Kong Institute of Vocational Education (Tsing Yi)

Study Package Request Form

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

For CS Use Only

Serial No: _____

I. Particulars of Student

Name (in English): _____ Student No: _____

Programme Code/Class: _____ Mobile Phone No: _____

Department: ☐ BA ☐ CN ☐ ENG ☐ 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

Cohort	Study Package	Fee
23/24	English	\$75
	Chinese and Putonghua	\$58
24/25	English	Not Applicable
	Chinese and Putonghua	\$68

- (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.

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