# Hong Kong Institute of Vocational Education (Tsing Yi) <u>Study Package Request Form</u>

				For CS Use Only	
Please read the "Notes to Students" before completing this form.  Serial No:					
I. Particulars of Student					
Name (in English):			Student I	No:	
Programme Code / Cla	ass:		Mobile Ph	one No:	
Department:	□ BA [	□ CN	□ ENG	□IT	
Study Package(s) Req	uested:				
English Module :	☐ LAN3100 (WI)	□ LAN310	3 (WC)	□ LAN4101 (PM)	
	□ LAN4107 (RE)	□ LAN410	8 (PP)		
Chinese and Putonghua Module:	<ul><li>□ LAN3003 (普通話對話與匯</li></ul>	□ LAN400 [報) (普通話幸	2 &告與推介文書)	<ul><li>□ LAN4003 (普通話報告與紀實文書)</li></ul>	
Reason for Replaceme	ent: 🗆 Lost	□ Damaged □	Others (pleas	e specify):	
Signature of student:				Date:	
II. FOR CAMPUS SE	CRETARIAT USE	ONLY			
☐ Part I has been com	pleted.				
☐ Receipt of HK\$	made by	* ATM/PPS (R	ef No:	) is enclosed.	
□ Application form copied to LC on					
Signature of Responsible Staff:  ( )  Name / Post					
III. FOR LANGUAGE	CENTRE USE ON	LY			
☐ Student ID card che	cked	□ Replacemen	t Record no:		
Signature of Responsit	ole Staff: (	Name / Post	)	Date:	
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:	

Please '☑' as appropriate.

<sup>\*</sup> Please delete as appropriate.

#### **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
23/24	Chinese and Putonghua	\$58
24/25	English	Not Applicable
24/25	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.

### 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:	4 0
	L 學生編號 Student No. 」

	L 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. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above 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. 輸入上列的 11 位數字賬單編號 Enter 11-digit Bill Account Number printed above 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. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above 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  i. 網址 www.ppshk.com Visit www.pshk.com Visit www.psh		

## 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 reque	est of study package(s).
	for your collection in person at Language Centre a during the office hours fee required.
Monday – Friday	9:00 am - 12:30 pm 1:30 pm - 4:30 pm
Saturday, Sunday & Public Holiday	Closed
collected <b>three months</b> after the date of	ght to dispose of the study package(s) if it is not of application.  contact the Language Centre at 2436 8404.
Signature of Responsible Staff and Chop:	Date:
orginature of recoporiolisis oftan and onlog.	Date: Name / Post