申請中期學歷證書須知 (*適用於新學制高級文憑課程學生*)
NOTES ON APPLICATION FOR INTERMEDIATE AWARD
(Applicable to Students of Higher Diploma Programmes under new academic structure)

1. 部份高級文憑課程設有中期學歷證書。跟據相關課程的學分要求，中期學歷證書一般只會頒授予選擇階段結業而没有完成高級文憑課程的同學，申請階段結業的中期學歷證書將不須繳交申請費用。

   Not all Higher Diploma Programmes will have an intermediate award.　For programmes with an intermediate award, the award will normally only be granted to a student who chooses to exit without completing the Higher Diploma programme, subject to his/her meeting the credit requirements for the intermediate award concerned.　No application fee is required for an intermediate exit award.

2. 學生如能提供充份理由及滿足相關課程的學分要求，可以選擇在没有階段結業的情況下提出申請中期學歷證書，申請人可以繼續完成修讀相關的高級文憑課程，但上述申請必須繳交申請費用並不予退還。

   With justifiable grounds and upon meeting the relevant credit requirements, a student of a programme with an intermediate award may apply for granting the intermediate award concerned without exiting the programme.　A non-refundable administration fee is required for such application.

3. 有關申請將於<u>下列文件</u>交妥至學院秘書處後方獲處理，包括：
   - 填妥的中期學歷證書申請表格；
   - 申請中期學歷證書批核後繳交的繳款收據（適用於非階段結業的申請）／付款編號（每項申請現時為港幣一百元正）；及
   - 已清還所有欠款的繳款收據／付款編號／支票號碼（如適用註）

   （學院秘書處會於確認收到有關款項後，才開始處理該申請。）

   The application will only be processed after <u>the following documents</u> have been received by the related campus secretariat, including:-
   - a duly completed application form for intermediate award;
   - payment receipt/payment reference number of the application fee – (currently HK$100 for each non-intermediate exit award); and
   - payment receipt/payment reference number/cheque number of outstanding fee, if any[Note]

   (Your application will be processed upon confirmation of receipt of the relevant payment(s).)

4. 已繳的費用概不發還。

   Any fee paid will not be refunded.

5. 如有查詢，請與學院秘書處聯絡。

   Enquiries should be directed to the related campus secretariat.

註 ： 按職訓局現時的政策，學生／離校生如有欠款（包括圖書館及其他罰款），其在職業訓練局轄下學院所修讀課程／單元的成績單、證書及相關證明將一律不予發放，直至清繳所有欠款為止。

Note: According to the prevailing policy of VTC, transcripts, certificates and related certification in respect to a student/ex-student will be withheld until he/she has paid up all his/her outstanding fee (including library and other fines) owed to the VTC.

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申請中期學歷證書的繳費方法

Payment Methods of Application for Intermediate Award

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繳費方式 Payment Method	繳費程序 Payment Procedures	
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 9 位數字學生編號 ＋33 (共 11 位數字)** **Enter 9-digit Student ID + 33 (11-digit in Total)** 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 the 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 9 位數字學生編號 ＋33 (共 11 位數字)** **Enter 9-digit Student ID + 33 (11-digit in total)** 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 9 位數字學生編號 ＋33 (共 11 位數字)** **Enter 9-digit Student ID + 33 (11-digit in Total)** 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 9 位數字學生編號 ＋33 (共 11 位數字)** **Enter 9-digit Student ID + 33 (11-digit in Total)** 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

香港專業教育學院（黃克競）
Hong Kong Institute of Vocational Education (Haking Wong)

高級文憑課程 －中期學歷證書申請表格 *(適用於新學制高級文憑課程學生)*
Higher Diploma - Application for Intermediate "Diploma" Award
(Applicable to Students of Higher Diploma Programmes under new academic structure)

> 在填寫本申請表前，請詳閱另頁的「申請中期學歷證書須知」。
> Please read the attached "Notes on Application for Intermediate Award" before completing this form.

A.　學生個人資料　PARTICULARS OF STUDENT

英文姓名
Name in English : _____

中文姓名
Name in Chinese : _____

學生編號
Student Number : _____

課程編號
Programme Code : _____

課程名稱
Programme Title : _____

電郵地址
Email Address : _____

聯絡電話
Contact Phone No. : _____

B.　申請細節　APPLICATION DETAILS

☐ 本人決定在_____年_____月_____日**終止修讀**以上高級文憑課程並申請中期學歷證書（不須繳交申請費用）。
I decide to discontinue my study and exit from the above HD programme with effect from _____(dd/mm/yyyy).
I would like to apply for an Intermediate Exit Award (No application fee is required for an Intermediate Exit Award).

☐ 本人欲申請中期學歷證書而不作階段結業 (即：繼續修讀以上高級文憑課程)，基於以下原因：
（申請人必須於申請批核後才繳交手續費。每份中期學歷證書申請手續費為港幣壹佰元正(恕不退還)。繳費方法，請參閱另頁。）
I wish to apply for an intermediate award without exiting the programme (i.e. continue studying the above HD programme) due to the following reason:-. (Applicant should pay the handling fee after approval. Applicant will be charged a handling fee of HK$100 (non-refundable) for Intermediate "Diploma" Award. Please refer to payment methods.)

如空位不敷應用，請另紙書寫 (use separate sheets if space is not enough)

C.　聲明　DECLARATION

1. 本人已完成上述課程之 「文憑」學歷要求。
   I have fulfilled the requirements for the "Diploma" qualification of the above programme.

2. 本人已清繳所有對職業訓練局的欠款（包括圖書館及其他罰款），否則，不會獲發在職業訓練局轄下學院所修讀課程／單元的成績單、證書及相關證明。
   I have settled all the outstanding fee (including library and other fines) owed to the VTC.　Otherwise, my transcripts, certificates and related certification will be withheld.

3. 本人同意，如本人退學／被取消學籍，本人所取得之中期學歷證書會被視為本人階段結業的學歷證明，已繳的中期學歷證書申請費用概不會退還。
   I agree that if I withdraw or being de-registered from the programme, the Intermediate Award that I have obtained will be regarded as the Exit Award, and the application fee paid for applying the Intermediate Award will not be refunded.

   申請人簽署
   Applicant's Signature : _____

   日期
   Date : _____

D.　認收（由申請人在領取中期學歷證書時填寫）
Acknowledgement (To be completed by the applicant when collecting the Award Certificate)

本人確認領取中期學歷證書。I acknowledge receipt of the Intermediate Award Certificate.

簽署
Signature _____

日期
Date: _____

E. 由學院秘書處／學系填寫 **TO BE COMPLETED BY CS / DEPARTMENT**

By CS: Personal Particulars of the student checked and application fee (for intermediate award without exit) received

Signature (/   )

Date: _____

By HoD:
1. Qualified for the "Diploma" award (Y / N)*
2. Special approval of DAC obtained for granting intermediate award without exiting the programme (Y / N / NA)*

Signature (/   )

Date: _____

SRS-MAP MSMP03702M Updated

Signature (/   )

Date: _____

SRS-MAP MSMP03710M Updated
(for Exit Award Only)

Signature (/   )

Date: _____

* Delete as inappropriate