

**學院服務申請表 Application for Services Provided to IVE Students**

**第一部份：個人資料 Section 1: Personal Particulars**

英文姓名 (*先生/小姐/女士) Name in English (*Mr./Miss/Ms.): _____	中文姓名 Name in Chinese: _____
學生編號/身份證號碼 Student No./HKID No.: _____	課程編號 Programme code: _____
課程名稱 Programme Title: _____	
電郵地址 E-mail Address: _____	聯絡電話 Tel. No.: _____

**第二部份：申請學院服務 Section 2: Application for IVE Service(s)**

請於適當空格內填上  號。 Please put a  in the appropriate box(es) below.

證明書種類 Type of Certifications	收費(港幣) * Fee (HK\$) *	11位數字賬單編號 @ 11-digit Bill Account Number @																						
<input type="checkbox"/> 應繳學費證明書 Certification on Tuition Fee Payable	只供申請免入息審查貸款計劃使用。 for Extended Non-means tested Loan Scheme (ENLS) only	豁免服務費 Fee Waived																						
<input type="checkbox"/> 在學證明信 Certification of Studying	只限在學學生申請 for on-roll student only																							
<input type="checkbox"/> 證明書 Letter of Confirmation (請註明Please specify: _____)	\$100	<table border="1" style="display: inline-table; text-align: center;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>3</td><td>1</td></tr> </table> ↑ 學生編號 Student No. ↓																					3	1
									3	1														
<input type="checkbox"/> 課程綱要 Syllabus																								
<input type="checkbox"/> 已繳費用證明書 (每項證明) Verification of Fee Payment (per transaction)	\$100 x ( )	<table border="1" style="display: inline-table; text-align: center;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>3</td><td>5</td></tr> </table> ↑ 學生編號 Student No. ↓																					3	5
									3	5														
<input type="checkbox"/> 補領學生證 Replacement of Student Card	\$100	<table border="1" style="display: inline-table; text-align: center;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>3</td><td>6</td></tr> </table> ↑ 學生編號 Student No. ↓																					3	6
									3	6														
<input type="checkbox"/> 學業成績證明書及學術以外成就證明書 (如有) (每份) Transcript of Study & NAT (if any) (per copy)	\$50 x ( )	<table border="1" style="display: inline-table; text-align: center;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>3</td><td>7</td></tr> </table> ↑ 學生編號 Student No. ↓																					3	7
									3	7														
<input type="checkbox"/> 學歷證明信 Academic Certification	觀塘工業學院畢業生適用 For KTTI Graduates only	\$100																						
<input type="checkbox"/> 學業成績證明書 Transcript of Study		\$50 x ( )																						

\* Any fee paid will not be refunded 已繳的費用概不發還。

@ Payment method and procedures are explained overleaf. 繳費方式及程序，請參閱後頁。

**第三部份：聲明 Section 3: Declaration**

本人同意於接獲領取通知後一個月內領回相關文件。逾期未取，該文件將按有關規定銷毀。

I agree that uncollected document would be disposed of after one month of announcement.

本人已閱表格背頁的「申請須知」，並同意遵守該等規則。

I have read the 'Application Guide' and agree to conform to the related regulations.

申請人簽署 Applicant's Signature: _____	日期Date: _____
---------------------------------------	---------------

**第四部份 認收 Section 4: Acknowledgement**

本人確認領取上述文件。 I acknowledge receipt of the above mentioned document(s).

簽署 Signature: _____	日期Date: _____
------------------------	---------------

<b>學院專用 For CS Use</b>	
<input type="checkbox"/> Student / HKID Card checked	
Fee HK\$ _____	is received Signature: _____
<input type="checkbox"/> SRS Checked and Updated	_____ (Name / Rank)
<input type="checkbox"/> Receipt No. _____	(KTTI only) Date : _____

### 申請須知 Application Guide

- 申請人須填寫申請表第一，第二及第三部份，並提供學生證或身份證以作核實。
- 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)，其在職訓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。
- 有關申請將於下列文件交妥至學院秘書處後方獲處理，包括：
  - 本申請表格；
  - 申請文件所需費用的繳款收據／付款編號；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，才會發出相關文件。)
- 如申請人授權委託人領取文件，委託人必須攜同授權書及申請人的身份證影印本以作核對。委託人亦須出示其身份證以作查核。

- Applicant should complete Section 1, 2 and 3 of the application form and provide Student ID Card or HKID Card for verification
- 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.
- The request for replacement will only be processed after the following documents have been well received by the related campus secretariat, including:
  - application form;
  - payment receipt/payment reference number of the application fee; and
  - payment receipt/payment reference number/cheque number of outstanding fee, if any
 (Note: Your document will be processed only after the confirmation of the receipt of above-mentioned payments.)
- If the applicant authorizes a representative on your behalf to collect the document, your representative should bring along with your authorization letter and copy of your HKID card for verification. He/She is also required to produce his/her HKID card for checking.

### 繳費方式 PAYMENT METHOD

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
<ol style="list-style-type: none"> <li>選擇繳費服務</li> <li>選擇教育 – 其他</li> <li>選擇『職業訓練局』</li> <li>選擇賬單類別：『03』 – 『學生雜費』</li> <li>輸入 11 位數字賬戶號碼</li> <li>輸入總金額</li> </ol>	<ol style="list-style-type: none"> <li>Select Bill Payment Services</li> <li>Select Education – Others</li> <li>Select “Vocational Training Council”</li> <li>Select Bill Type: “03” - payment of “Fees for Student Services”</li> <li>Enter 11-digit Bill Account Number</li> <li>Enter the Total Payment Amount</li> </ol>
於貼有「繳費易」的「銀通」櫃員機	At the JETCO ATM with the JET Payment Logo
<ol style="list-style-type: none"> <li>選擇繳費服務</li> <li>選擇『商戶編號輸入』</li> <li>輸入商戶編號『9151』</li> <li>賬單類別：輸入『03』</li> <li>輸入 11 位數字賬戶號碼</li> <li>輸入總金額</li> </ol>	<ol style="list-style-type: none"> <li>Select Bill Payment Services</li> <li>Select “Merchant Code Entry”</li> <li>Key in Merchant Code “9151”</li> <li>Bill Type: Enter “03”</li> <li>Enter 11-digit Bill Account Number</li> <li>Enter the Total Payment Amount</li> </ol>
使用繳費靈	Using PPS
須先開立戶口及致電 18013 登記此賬單 <ol style="list-style-type: none"> <li>致電 18033 或登入網址 <a href="http://www.ppschk.com">www.ppschk.com</a></li> <li>輸入商戶號碼『9151』</li> <li>輸入 11 位數字賬戶號碼</li> <li>選擇賬單類別：『03』 – 『學生雜費』</li> <li>輸入總金額</li> </ol>	Have a PPS account and register the bill by calling 18011 <ol style="list-style-type: none"> <li>Dial access number 18031 or Visit <a href="http://www.ppschk.com">www.ppschk.com</a></li> <li>Enter merchant code “9151”</li> <li>Enter 11-digit Bill Account Number</li> <li>Select Bill Type: “03” - payment of “Fees for Student Services”</li> <li>Enter the Total Payment Amount</li> </ol>
以網上銀行服務繳交	Internet Banking
你可選用銀行之網上理財服務以銀行戶口或信用卡（以該銀行所提供之服務為準）透過「繳費服務」繳交。 <ol style="list-style-type: none"> <li>選擇『職業訓練局』</li> <li>賬單類別：輸入『03』</li> <li>輸入 11 位數字賬戶號碼</li> <li>輸入總金額</li> </ol>	You may settle the payment by your bank account or credit card (subject to the services provided by the banks) using the ‘Bill Payment Service’ of internet banking services. <ol style="list-style-type: none"> <li>Select “Vocational Training Council”</li> <li>Select Bill Type: “03”</li> <li>Enter 11-digit Bill Account Number</li> <li>Enter the Total Payment Amount</li> </ol>