

Hong Kong Design Institute  
Hong Kong Institute of Vocational Education (Lee Wai Lee)

Serial No.

**Application for Deferment of Study/ Taking "0" Modules for next semester  
(NHD/DFS)**

**Instructions to Applicant**

1. Complete Part A of the application form and submit to Campus Secretariat. You should continue to attend classes until approval of deferment/ taking "0" modules is given.
2. Supporting documents, such as medical certificate, employer's letter, should be attached to the application form.
3. Students who choose to study beyond two academic years in the same programme (not due to re-study of failed module) and have paid 4 installments of tuition fee, will be charged an **extension study fee** to cover the costs for academic support services provided during the extended period.

**(Applicable to students admitted to HD, DFS, DVE and Diploma in Engineering Programmes before AY20/21)**

The English modules of these programmes are benchmarked with the Hong Kong Vocational English Programme (HKVEP). Benchmarking fees are incurred and will be collected together with the tuition fee. Upon successful completion of all the required English modules and attainment of the benchmark HKVEP level within the normal study duration of the programme, students will be issued an LCCI Certificate. However, the benchmarking service will be provided till 31/8/2022 and only students who successfully completed all benchmarked modules on or before AY2021/22 could obtain the LCCI certificate. Students are advised to schedule their own study plan to align with the arrangement. For enquires, please contact the HKVEP Unit (Tel: 26069767).

**Part A (To be completed by student)**

I. Particulars of student

Name : \_\_\_\_\_ Student No. : \_\_\_\_\_

Contact Tel. No. : \_\_\_\_\_

Address : \_\_\_\_\_

II. Details of Deferment

Programme code : \_\_\_\_\_ Year/Class : \_\_\_\_\_

Effective AY & Semester : AY \_\_\_\_\_  Semester 1  Semester 2  Semester 3

Resume AY & Semester : AY \_\_\_\_\_  Semester 1  Semester 2  Semester 3

Reason (Supporting document should be attached)

Medical Certificate  Employer's Letter

Outbound Exchange Period from 

--	--	--	--	--	--	--	--

 to 

--	--	--	--	--	--	--	--

D D M M Y Y Y Y                      D D M M Y Y Y Y

Others : \_\_\_\_\_

Student Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Tick as appropriate

**Part B (To be completed by Department and returned to CS for action)**

Student application is received \* before / after the commencement of Semester \*1 / 2 / 3 of AY \_\_\_\_\_.

The application is

Supported and resume study mapping plan is attached

Reason :  Outbound Exchange  
 Require to pay tuition fee to oversea institute  
 Others \_\_\_\_\_

Effective AY & Semester : AY \_\_\_\_\_  Semester 1  Semester 2  Semester 3

Resume AY & Semester : AY \_\_\_\_\_  Semester 1  Semester 2  Semester 3

Student maximum registration period will be ended on AY \_\_\_\_\_

NOT supported

Reason : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
 HoD( )

**Part C (To be completed by Campus Secretariat)**

	<u>Approval</u>	
	<u>Yes</u>	<u>No</u>
1. Deferment of Study/ Taking "0" modules	<input type="checkbox"/>	<input type="checkbox"/>
2. Others _____		
_____		
_____		

**For CS Use**

Already settled tuition fee for 1 / 2 / 3 / 4 / 5 installment(s)/ Semester fees (for 2012 entry)

For application before semester start, void payment advice and paid tuition HK\$ \_\_\_\_\_ to be carried forward to Semester \_\_\_\_\_ of AY \_\_\_\_\_ when resume

Student had failed modules in Semester 1 / 2 / 3

With outstanding fees HK\$ \_\_\_\_\_

Inform SDO – defer payment/ NLS

Inform Department to remove modules registration in OMS/SRS for related semester (except RS modules for application after sem)

Update MSRS & issue letter to student

Initial : \_\_\_\_\_ Date : \_\_\_\_\_  
 ( )/CS

Signature : \_\_\_\_\_  
 VP(1) / VP(2) /DILWL  
 Date: \_\_\_\_\_

\* Delete as appropriate  Tick as appropriate