

香港知專設計學院(HKDI)
香港專業教育學院〔李惠利〕IVE(LWL)

費用豁免
(只適用於首次申請)

(For Office Use Only)

Serial No. _____

已繳交學費收據/免入息審查貸款計劃證明信申請表
Request for first copy of Tuition Fee Receipt / ENLS Letter

在填寫申請表前，請閱讀以下細則：Please read the instructions below before completing this form:

申請細則 Instructions to Applicant

- 申請人應填寫申請表第1部份及攜同或香港身份證親身到學院秘書處遞交申請表。
Complete Part I of the application form and HKID Card to the Campus Secretariat in person.
- 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。
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.
- 申請人須攜同身份證親身到學院秘書處領取有關文件。
Applicant should collect the document in person by producing your own HKID Card.
- 所有文件應盡快領取，未領取文件會於1年後銷毀(由申請日計起)。重新申請需繳交申請費用。
All request document should be collected immediately and would be discarded after 1 year (from the date of application). Handling fee is required when resubmission of application.

第1部份：個人及就讀課程資料 SECTION 1 : PERSONAL & COURSE PARTICULARS

英文姓名 Full Name in English	:	_____	中文姓名 Name in Chinese	:	_____
學生編號 Student Number	:	_____	日間聯絡電話 Contact Number	:	_____
學系 Department	:	_____	課程編號 Programme Code	:	_____

第2部份：SECTION 2：

(i) 繳交學費資料 Tuition Fee Payment Details

已繳交的學費收據為 _____ 學年
Paid Tuition Fee Receipt for AY _____

第一期 第二期 第三期
1st Installment 2nd Installment 3rd Installment

(ii) 免入息審查貸款計劃證明信 ENLS Letter

申請人簽署 Signature of Applicant

日期 Date

第3部份：認收 SECTION 3 : Acknowledgement

本人謹此簽收所發出的：
I acknowledge receipt of：

首份學費收據，亦明白若再次申請，須繳交申請費用。
 first copy of Tuition Fee official receipt, I understand that a handling charge is required for additional copies.

免入息審查貸款計劃證明信。
 ENLS Letter.

申請人簽署 Signature of Applicant

日期 Date

(FOR OFFICE USE)

Student Card / Hong Kong ID Card checked

Signature of Staff

Date