

香港知專設計學院(HKDI)  
香港專業教育學院〔李惠利〕IVE(LWL)

已繳費用證明書申請表  
**Application for Verification of Fee Payment**

(For Office Use Only)

Serial No. \_\_\_\_\_

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 I 部份及攜同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 submit to the Campus Secretariat in person. Applicant should bring along your Hong Kong ID Card.
- 申請人須繳付每項手續費港幣壹佰元正〔恕不退還〕。請參閱背頁繳費方法。〔不適用於工業學院舊生，請聯絡學院秘書處職員〕  
Applicant will be charged a handling fee of HK\$100 per each verification (non-refundable). Please refer to payment methods on back page. [Not applicable to TI students, please contact staff of Campus Secretariat]
- 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.

**I. 學生資料 PARTICULARS OF STUDENT**

姓名〔\*先生/小姐/女士〕  
Name (\*Mr./Miss/Ms.)

英文姓名 (in English)

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學生編號 Student No.

中文姓名 (in Chinese)

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課程編號 Course/ Programme Code

課程名稱  
Course/ Programme Title

日間聯絡電話  
Tel. No.

學系  
Department

現就讀年級 \_\_\_\_\_ (只適用於學級制課程)  
Yr. of Study (Applicable only for Stage-based course)

電郵  
E-mail

學制〔\*全日制/夜間兼讀制/日間兼讀制〕  
Mode of Attendance : \*FT / PTE / PTD

\* 請刪去不適用者 (Please delete as appropriate)

須核實之費用： 金額 港幣 \_\_\_\_\_ 為 \_\_\_\_\_ 學年

Payment to be verified : Amount HK\$ \_\_\_\_\_ for AY \_\_\_\_\_

包括  第一期  第二期  第三期  學生會會費  
Including 1<sup>st</sup> Installment 2<sup>nd</sup> Installment 3<sup>rd</sup> Installment Student Union fee(s)

其他: \_\_\_\_\_  
Others: \_\_\_\_\_

申請人簽署 Signature of Applicant

日期 Date

**(FOR OFFICE USE)**

**II. RECORD AT SRS**

- The student \*has/has not paid the prescribed \*Tuition Fee(s) / Student Union Fee(s)/ \_\_\_\_\_
- The record is correct

Signature of Staff \_\_\_\_\_  
COI(C) \_\_\_\_\_ Date \_\_\_\_\_

**III. NOTIFICATION OF VERIFICATION RESULTS**

- Notification sent on \_\_\_\_\_

Signature of Staff \_\_\_\_\_  
CO(C) \_\_\_\_\_ Date \_\_\_\_\_

**已繳費用證明書費用**  
**Payment for Application for Verification of Fee Payment**

繳費方式 Payment Method	繳費程序 Payment Procedures	
<p>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</p>	<p>i. 選擇繳費服務 Select Bill Payment Services</p> <p>ii. 選擇教育 – 其他 Select Education – Others</p> <p>iii. 選擇『職業訓練局』 Select “Vocational Training Council”</p> <p>iv. 選擇繳交『學生雜費』 Select payment of “Fees for Student Services”</p> <p>v. 輸入 11 位數字賬單編號(學生編號+“35”)  Enter 11-digit Bill Account Number(Student No. + “35”)</p> <p>vi. 輸入總金額(港幣\$100)  Enter the Total Payment Amount(HK\$100) (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.)</p> <p>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</p>	
<p>2. 於貼有『繳費易』的『銀通』櫃員機 At the JETCO ATM with the JET Payment Logo</p>	<p>i. 選擇繳費服務 Select Bill Payment Services</p> <p>ii. 選擇『商戶編號輸入』 Select “Merchant Code Entry”</p> <p>iii. 輸入商戶編號『9151』 Key in Merchant Code “9151”</p> <p>iv. 賬單類別: 輸入『03』 Bill Type : Enter “03”</p> <p>v. 輸入 11 位數字賬單編號(學生編號+“35”)  Enter 11-digit Bill Account Number(Student No. + “35”)</p> <p>vi. 輸入總金額(港幣\$100)  Enter the Total Payment Amount(HK\$100) (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.)</p> <p>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</p>	
<p>3. 使用繳費靈 Using PPS*</p> <p>(*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.)</p>	<p>電話(By Telephone)</p> <p>i. 致電 18033 Dial access number 18031</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code “9151”</p> <p>iii. 輸入 11 位數字賬單編號(學生編號+“35”)  Enter the 11-digit Bill Account Number (Student No. + “35”)</p> <p>iv. 選擇賬單類別: 『03』- 『學生雜費』 Select Bill Types : “03” – payment of “Fees for Student Services”</p> <p>v. 輸入總金額(港幣\$100)  Enter the Total Payment Amount(HK\$100) (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.)</p> <p>vi. 請保存存款編號, 以作紀錄 Please keep the payment reference number for your own record</p>	<p>互聯網(By Internet)</p> <p>i. 網址 <a href="http://www.ppskh.com">www.ppskh.com</a> Visit <a href="http://www.ppskh.com">www.ppskh.com</a></p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code “9151”</p> <p>iii. 輸入 11 位數字賬單編號(學生編號+“35”)  Enter the 11-digit Bill Account Number(Student No. + “35”)</p> <p>iv. 選擇賬單類別: 『03』- 『學生雜費』 Select Bill Type : “03”- payment of “Fees for Student Services”</p> <p>v. 輸入總金額(港幣\$100)  Enter the Total Payment Amount(HK\$100) (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.)</p> <p>vi. 請保存存款編號, 以作紀錄 Please keep the payment reference number for your own record</p>

**(FOR OFFICE USE)**  
**RECORD AT THE CAMPUS SECRETARIAT**  
(Please tick the appropriate box(es))

- All items duly filled in by student in Section I  
 Student Card / Hong Kong ID Card checked  
 Payment ATM/PPS dated \_\_\_\_\_

- Record of student registration checked  
 Handling Fee is NOT required  
 Others \_\_\_\_\_

Signature of Staff \_\_\_\_\_

CO(C)

Date \_\_\_\_\_

**FOR FINANCE USE**

Amount Paid : \$ \_\_\_\_\_

Cash

Cheque no. \_\_\_\_\_

Receipt no. \_\_\_\_\_

Signature of Staff \_\_\_\_\_

Date \_\_\_\_\_