

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

階段結業證明書申請表(只適用於四級別制高級文憑課程)  
**Application for Exit Award(for 4-Level Higher Diploma)**

申請須知  
**APPLICATION GUIDE**

1. 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.

2. 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：

- 階段結業證明書申請表格；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，才會開始處理階段結業證明書。）

The request will only be processed after the following documents have been well received by the related campus secretariat, including:-

- application form for exit award; and
- payment receipt/payment reference number/cheque number of outstanding fee, if any

**(Note: Your application will be processed only after the confirmation of the receipt of above-mentioned payment.)**

3. 處理申請需時七個工作天。

Processing time of the application is SEVEN working days.

4. 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.

5. 如有查詢，請與學院秘書處職員聯絡 (3928 2488)。

For enquiries, please contact staff of Campus Secretariat at 3928 2488.

階段結業證明書申請表(只適用於四級別制高級文憑課程)  
**Application for Exit Award(for 4-Level Higher Diploma)**

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

英文姓名 Name in English	:	_____	中文姓名 Name in Chinese	:	_____
學生編號 Student Number	:	_____	聯絡電話 Contact Number	:	_____
課程名稱 Course Title	:	_____	課程編號 Course Code	:	_____

**第 2 部份：欲申請的階段結業學歷 SECTION 2 : EXIT AWARD APPLIED FOR**

本人已完成上述課程之 \*第一級別 / 第二級別 / 第三級別學習，並獲得相應的學歷資格。本人現欲申請以下一項的階段結業證明。[ 請在下列適當的空格內填上“Y”字 ]  
 I have successfully completed \*Level 1 / Level 2 / Level 3 study of the above mentioned course and obtained the relevant academic qualification. I would like to apply for the relevant Exit Award. [ Please enter “Y” in the appropriate box below.]

基礎文憑 Foundation Diploma (第一級別適用 for Level 1)

證書 Certificate (第二級別適用 for Level 2)

文憑 Diploma (第三級別適用 for Level 3)

\* 請把不適用者刪去。 \* Please delete if inappropriate.

學院收妥你的申請後，將於 14 個工作天內經電郵通知你有關的申請結果。  
 Upon receipt of your application, we will notify you of the application result in 14 days via email.

(For Office Use Only)

Checked & Updated(MSRP1103M)

\_\_\_\_\_

( \_\_\_\_\_ / CS )

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**第 3 部份：聲明 SECTION 3 : DECLARATION**

1. 本人謹此聲明在本申請表填報的資料均屬正確及完備。若填報之資料失實，本人的階段結業申請資格將被取消。 I declare that the information given in support of this application is, to the best of my knowledge, accurate and complete, and that any misrepresentation will lead to disqualification of my application for Exit Award.

2. 本人已清繳所有對職訓局的欠款（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 already settled the outstanding fee (including library and other fines) owed to the VTC. Otherwise, my transcripts, certificates and related certification will be withheld.

3. 本人明白一旦選擇申請階段結業並獲批准，學位即不予保留，本人亦不能更改原來決定。  
**I understand that if I have chosen to exit from the course, which is subsequently approved, my study place would not be retained and my choice is irrevocable.**

\_\_\_\_\_ 申請人簽署 Signature of Applicant \_\_\_\_\_ 日期 Date

**第 4 部份：認收(由申請人在領取學業成績時填寫) SECTION 4: ACKNOWLEDGEMENT(To be completed by applicant upon collection of Study Transcript)**

本人謹此簽收所發出的學業成績及學術以外成就證明書(如適用)。  
 I acknowledge receipt of the Study Transcript and NAT(if any).

\_\_\_\_\_ 申請人簽署 Signature of Applicant \_\_\_\_\_ 日期 Date

**第 5 部份：由學系填寫 SECTION 5 : TO BE COMPLETED BY DEPARTMENT**

<input type="checkbox"/> DAC approval already granted	MSRP3801M updated
_____ HoD( ) _____ Date	_____ ( ) _____ Date