香港專業教育學院（摩理臣山）
Hong Kong Institute of Vocational Education (Morrison Hill)

申請「中期學歷證書」須知（適用於新學制高級文憑課程）
NOTES ON APPLICATION FOR INTERMEDIATE AWARD
(Applicable to Higher Diploma Programmes under new academic structure)

1. 按職業訓練局（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。

    According to the prevailing policy of Vocational Training Council (VTC), transcript of study, award 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. 部份高級文憑課程設有中期學歷證書。跟據相關課程的學分要求，中期學歷證書一般只會頒授予選擇階段結業而沒有完成高級文憑課程的同學，申請階段結業的中期學歷證書將不須繳交申請費用。

    Not all Higher Diploma Programmes will have an intermediate award. For programmes with an intermediate award, the award will normally only be granted to a student who chooses to exit without completing the Higher Diploma programme, subject to his/ her meeting the credit requirements for the intermediate award concerned. No application fee is required for an intermediate exit award.

3. 學生如能提供充份理由及滿足相關課程的學分要求，可以選擇在沒有階段結業的情況下提出申請中期學歷證書，申請人可以繼續完成修讀相關的高級文憑課程，但上述申請必須繳交申請費用並不予退還。

    With justifiable grounds and upon meeting the relevant credit requirements, a student of a programme with an intermediate award may apply for granting the intermediate award concerned without exiting the programme. A non-refundable administration fee is required for such application.

4. 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：
    - 填妥之中期學歷證書申請表格；
    - 身份證／有效學生證副本；
    - 申請中期學歷證書費用的繳款證明／付款編號（每項申請為港幣一百元正）；及
    - 已清還所有欠款的繳款證明／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，才會開始處理有關申請。）

    The application will only be processed after the following documents have been well received by the Campus Secretariat, including:-
    - completed application form for intermediate award;
    - copy of the HKID/ valid student card;
    - proof of payment/ payment reference number of the application fee (HK$100 for each intermediate award); and
    - proof of payment / 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 payments.)

5. 申請人可選擇親身到學院秘書處辦理。申請人亦可選擇以郵遞方式／投放入學院大堂的收集箱內辦理申請。

    Applicants can submit their application in person. Applicants can also submit their application by mail or put it in the campus drop-in box (located in the lobby).

6. 繳款方法請參閱附件一。**已繳的費用概不發還。**

    Payment method is shown on Appendix I. **Any fee paid will not be refunded.**

7. 處理申請需時十四個工作天。學院會於適當時間以電話通知申請人。申請人接獲通知起計一個月內領取文件，否則該文件將被銷毀。

    Processing time of the application is FOURTEEN working days. Applicants will be notified individually by phone at appropriate time. Please collect the document(s) one month from the date you receive our notification or otherwise the document(s) will be destroyed.

8. 學院秘書處的辦公時間為星期一至五上午 8 時 30 分至下午 12 時 30 分及下午 1 時 30 分至 5 時 30 分（公眾假期除外）。

    Office hours of Campus Secretariat is from 8:30am-12:30pm and 1:30pm-5:30pm Monday to Friday (except public holidays).

9. 如有查詢，請與學院秘書處聯絡：

    For enquiries, you can contact the Campus Secretariat at:

地址	Address:	香港灣仔愛群道 6 號
		6 Oi Kwan Road, Wanchai, HK
電話	Tel. No.:	2835 8335
傳真	Fax No.:	2572 9847
電郵	Email address:	csivemh@vtc.edu.hk

10. 收集個人資料聲明：

    Personal Information Collection Statement:

    (i) 申請人在本表上所提供之個人資料，只作申請中期學歷證書之用。

    The personal data provided on this form will be used for the purpose of processing the application for intermediate award only.

    (ii) 如在遞交此表格後要查閱或更改個人資料，請聯絡學院秘書處。

    For correction of or access to the personal data after submission of this form, please contact the Campus Secretariat.

香港專業教育學院（摩理臣山）
Hong Kong Institute of Vocational Education (Morrison Hill)

各項收費服務繳費方式（只適用於現正修讀的同學）
Payment Method of Fees for Various Services (For current students only)

賬單編號：9 個位的「學生編號」加上 2 個位的「繳費類別」：『33』**中期學歷證書**
Bill Account Number: 9-digit Student No. plus 2-digit Payment Type : "33" **Intermediate Award**

賬單編號 Bill Account No.:	學生編號 Student Number	3	3

請將已填妥之申請表連同繳費證明正本／副本一併遞交往學院秘書處。
Please submit the original/ copy of the proof of payment together with the completed application form to Campus Secretariat.

繳費方式 Payment Method

1. 備有「繳費服務」的匯豐銀行或恒生銀行自動櫃員機 — **HSBC / Hang Seng Bank ATM with "Bill Payment"**

i. 選擇『繳費服務』	i. Select "Bill Payment"
ii. 選擇『教育 – 其他』	ii. Select "Education – Others"
iii. 選擇『職業訓練局』	iii. Select "Vocational Training Council"
iv. 選擇賬單類別『03 -學生雜費』	iv. Select Bill Type of "03-Fees for Student Services"
v. 輸入『11 位數字賬單編號（詳情請參閱上表）』	v. Enter "11-digit Bill Account Number (Please refer to the above table for details)"
vi. 輸入應繳金額	vi. Enter the Total Amount Payment
(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.)*
vii. 請交回自動櫃員機收據以作紀錄	vii. Please submit the ATM payment receipt for record

2. 備有「繳費易」的「銀通」自動櫃員機 — **JETCO ATM with "JET Payment"**

i. 選擇『繳費』	i. Select "Bill Payment"
ii. 輸入商戶編號『9151』	ii. Enter Merchant Code "9151"
iii. 輸入賬單類別『03 -學生雜費』	iii. Enter Bill Type of "03-Fees for Student Services"
iv. 輸入『11 位數字賬單編號（詳情請參閱上表）』	iv. Enter "11-digit Bill Account Number (Please refer to the above table for details)"
v. 輸入應繳金額	v. Enter the Total Amount Payment
(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.)*
vi. 請交回自動櫃員機收據以作紀錄	vi. Please submit the ATM payment receipt for record

3. 網上銀行[繳費]服務 — **'Bill Payment' service via Internet Banking**

i. 登入『網上銀行帳戶』	i. Login "internet banking account"
ii. 選擇『繳付賬單』／『繳費』	ii. Select "Bill Payment" / "JET Payment"
iii. 選擇『職業訓練局』	iii. Select "Vocational Training Council"
iv. 選擇賬單類別『03 -學生雜費』	iv. Select Bill Type of "03-Fees for Student Services"
v. 輸入『11 位數字賬單編號（詳情請參閱上表）』	v. Enter "11-digit Bill Account Number (Please refer to the above table for details)"
vi. 輸入應繳金額	vi. Enter the Total Amount Payment
(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.)*
vii. 請交回網上銀行繳費證明以作紀錄	vii. Please submit the proof of payment from Internet banking for record

4. 繳費靈 — **PPS**

(* 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)**

i. 致電 18033 或登入網址 www.ppshk.com	i. Dial access number 18031 or Visit www.ppshk.com
（你也可透過繳費靈手機應用程式繳費）	**(You may also make payment through PPS mobile app)**
ii. 輸入商戶編號『9151』	ii. Enter Merchant Code "9151"
iii. 輸入『11 位數字賬單編號（詳情請參閱上表）』	iii. Enter "11-digit Bill Account Number (Please refer to the above table for details)"
iv. 選擇賬單類別『03 -學生雜費』	iv. Select Bill Type of "03-Fees for Student Services"
v. 輸入應繳金額	v. Enter the Total Amount Payment
(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.)*
vi. 請交回繳費靈繳費證明以作紀錄	vi. Please submit the proof of payment from PPS for record

5. 在院校以「八達通」繳交 — **By "Octopus Card" at campus**

請於辦公時間（星期一至五上午 8 時 30 分至下午 12 時 30 分；下午 1 時 30 分至 5 時 30 分（公眾假期除外））在學院秘書處以八達通繳付應繳金額。	Please settle the Total Amount Payable during office hours (from 8:30am-12:30pm and 1:30pm-5:30pm Monday to Friday (except public holidays)) by Octopus Card at Campus Secretariat.

繳費方式（只適用於已畢業的同學／離校生）
Payment Method of Fees (For graduated students/ ex-students)

如以現金或「八達通」繳付，申請人須於星期一至五上午 8 時 30 分至下午 12 時 30 分及下午 1 時 30 分至 5 時 30 分（公眾假期除外）親身／委託他人到學院秘書處辦理。除上述時間外，申請人亦可選擇以劃線支票或銀行本票（抬頭請註明「**職業訓練局**」）以郵遞方式／投放入學院大堂的收集箱內辦理申請。

Payment in cash/ "Octopus Card" is accepted from 8:30am-12:30pm and 1:30pm-5:30pm Monday to Friday (except public holidays) and the applicants or his/ her authorized person must tender the application fee in person. Other than the time slots mentioned, applicants can submit their application by mail or put it in the campus drop-in box (located in the lobby) in which only crossed cheque/ bank draft made payable to **"Vocational Training Council "** is accepted.

香港專業教育學院（摩理臣山）
Hong Kong Institute of Vocational Education (Morrison Hill)

申請中期學歷證書（適用於新學制高級文憑課程）
Application for Intermediate "Diploma" Award
(Applicable to Higher Diploma Programmes under new academic structure)

填表前請細閱附頁須知　Please read the attached notes carefully before completing the form

第 1 部份：學生個人資料　Section 1: PARTICULARS OF STUDENT

英文姓名 Name in English	中文姓名 Name in Chinese
學生編號 / 身份證號碼 Student No./ HKID Card No.	課程編號 Programme Code
課程名稱 Programme Title	
聯絡電話 Contact Phone No.	電郵地址 Email Address

第 2 部份：申請細節（請於下列方格填上"✓"號）　Section 2: APPLICATION DETAILS (please put a "✓" in the box below)

☐　本人決定在_____年_____月_____日終止修讀以上高級文憑課程並申請中期學歷證書。*(不須繳交申請費)*
I decide to discontinue my study and exit from the above HD programme with effect from _____(dd/mm/yyyy).
I would like to apply for the intermediate award on exit. *(No application fee is required)*

☐　本人欲申請中期學歷證書而不作階段結業（即：繼續修讀以上高級文憑課程）*（須繳交申請費 HK$100）*，基於以下原因：
I wish to apply for an intermediate award without exiting the programme (i.e. continue studying the above HD programme)
(application fee HK$100 is required) due to the following reason:

_____

_____

To be completed by CS – Checked	☐
Signature: _____	
Date: _____	

第 3 部份：申請費收據（請於下列方格填上"✓"號）　Section 3: APPLICATION FEE PAYMENT RECEIPT (please put a "✓" in the box below)

適用於現正修讀的同學 Applicable for current students

繳款方法請參閱附件一。沒有附上繳費證明的申請表將不會獲得處理。　Payment method as shown on Appendix I. Application form without attaching the proof of payment will not be processed.

☐　恒生銀行 / 匯豐銀行或「銀通」自動櫃員機（附上交易通知書）
Hang Seng Bank/HSBC or JETCO ATM (Transaction advice attached)

☐　「繳費靈」繳交申請費，請於方格內填上已繳費的參考編號
PPS, please fill in payment reference no. in the boxes provided　| | | | | | | |

☐　網上銀行[繳費]服務
'Bill Payment' service via Internet Banking

☐　在院校以「八達通」繳交　（收據由院校發出）
By "Octopus Card" at campus (Receipt issued by campus)

Application Fee HK$100 has been collected vide RCS receipt no. _____

Signature: _____　Name / Post: _____　Date: _____

適用於已畢業的同學 / 離校生 Applicable for graduated students/ ex-students (to be completed by staff of CS(A))

Application Fee HK$100 has been collected vide RCS receipt no. _____　☐ Cheque No.: _____　☐ Cash　☐ Octopus Card

Signature: _____　Name / Post: _____　Date: _____

第 4 部份：聲明　Section 4: DECLARATION

1. 本人已完成上述課程之「文憑」學歷要求。
   I have fulfilled the requirements for the "Diploma" qualification of the above programme.
2. 本人已清繳申請中期學歷證書的所需費用及所有對職業訓練局（職訓局）的欠款（包括圖書館及其他罰款）。否則，將不會獲發在職訓局轄下學院所修讀課程 / 單元的學業成績證明書、證書及相關證明。
   I have already settled the application fee and all the outstanding fee (including library and other fines) owed to the Vocational Training Council. Otherwise, my transcript of study, award 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 programme, which is subsequently approved, my study place would not be retained and my choice is irrevocable.
4. 本人明白及同意，如本人退學 / 被取消學籍，本人所取得之中期學歷證書會被視為本人階段結業的學歷證明，已繳的中期學歷證書申請費用概不會退還。
   I understand and agree that if I withdraw or being de-registered from the programme, the Intermediate Award that I have obtained will be regarded as the Exit Award, and the application fee paid for applying the Intermediate Award will not be refunded.

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

第 5 部份：認收（由申請人在領取中期學歷證書 / 學業成績證明書（階段結業）時填寫）
Section 5: ACKNOWLEDGEMENT (TO BE COMPLETED BY THE APPLICANT WHEN COLLECTING THE AWARD CERTIFICATE/ TRANSCRIPT OF STUDY (EXIT))

☐　本人現確認領取中期學歷證書。I acknowledge the receipt of the Intermediate Award Certificate.
☐　本人現確認領取學業成績證明書（階段結業）。I acknowledge the receipt of the Transcript of Study (EXIT).
☐　本人現確認領取學業成績證明書（階段結業）。本人明白已領取的中期學歷證書會被視為階段結業的學歷證明。
　　I acknowledge the receipt of the Transcript of Study (Exit). I understand that the collected Intermediate Award Certificate is regarded as the Exit Award.

簽署　　　　　　　　　　　　　　　　　　　　　日期
Signature: _____　Date: _____

Rev. 01/2025

Part A **(to be completed by Staff of CS(C))**

Application Method: ☐ By Post ☐ In Person ☐ Drop-in Box ☐ Other _____

HKID Card Checked: Yes / No (No HKID card copy is attached) Appl. details checked: Yes / No

Any O/S Debts ? No / Yes _____

Signature: _____ Name / Post: _____ Date: _____

. . . .

Application Processing Date: _____ Payment Receipt Received: Yes / No

Signature: _____ Name / Post: _____ Date: _____

Part B **(to be completed by Staff of CS(C))**

To: HoD ( ) via Programme Leader ( ) (Attn:_____)

Please fill in the Part C and return it to CS(C) on or before _____.

Signature: _____ Name / Post: _____ Date: _____

Part C **(to be completed by Department)**

1. Qualified for the "Diploma" award (Y / N)*
2. Special approval of DAC obtained for granting intermediate award without exiting the programme (Y / N / NA)*

Signature of HoD: _____ Post: HoD (Department of_____) Date: _____
      Name ( )

. . . .

* SRS-MAP MSMP03702M Updated / SRS-MAP MSMP03710M Updated (For Exit Award Only)

Signature: _____ Name / Post: _____ Date: _____

Part D **(to be completed by Staff of CS(C) – for Exit Award Only)**

Award AY_____/_____ *Semester 1 / 2 / 3 Certificate Distribution Date: _____
Transcript of study checked by:

Signature: _____ Name / Post: _____ Date: _____

Part E **(to be completed by Staff of Department/CS(C) – for Exit Award Only)**

To: _____/_____Department	**To: _____/CS(C)**
Please sign and stamp department's chop on the transcript of study and return it to _____ on or before _____.	Please inform student to collect the signed transcript of study accordingly.
Signature: _____ Date: _____	Signature: _____ Date: _____
Name/Post ( )	Name/Post ( )

Part F **(to be completed by Staff of CS(C))**

Student informed (for collection of document(s)) By phone (Date): _____

Deadline of Collection (Date): _____ Remark: _____

Signature: _____ Name / Post: _____ Date: _____

*** Please delete if inappropriate***