## 申請學歷證明書
## APPLICATION FOR STATEMENT OF AWARD

### 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：
   - 學歷證明書申請表格；
   - 申請學歷證明書費用的繳款收據／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，才會開始處理學歷證明書。）

   The request will only be processed after <u>the following documents</u> have been well received by the related campus secretariat, including:-
   - application form for intermediate award;
   - payment receipt/payment reference number of the application fee – HK$100 for each intermediate 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 payments.)**

3. 已繳的費用概不發還。

   Any fee paid will not be refunded.

4. 如有查詢，請與學院秘書處聯絡。

   Enquiries concerning application for replacement of award certificate should be directed to the related campus secretariat.

# 繳交申請學歷證明書費用的方法
## **Payment Methods of Application for Statement of Award**

| 繳費方式 Payment Method | 繳費程序 Payment Procedures | |
|---|---|---|
| 1. 於任何恒生銀行或匯豐銀行自動櫃員機<br>At any ATM of the Hang Seng Bank or HSBC | i. 選擇繳費服務<br>Select Bill Payment Services<br>ii. 選擇教育 – 其他<br>Select Education – Others<br>iii. 選擇『職業訓練局』<br>Select "Vocational Training Council"<br>iv. 選擇繳交『學生雜費』<br>Select payment of "Fees for Student Services"<br>**v. 輸入 9 位數字學生編號 + 33 (共 11 位數字)**<br>**Enter 9-digit Student ID + 33 (11-digit in Total)**<br>vi. 輸入總金額<br>Enter the Total Payment Amount<br>(注意:你必須於同一次繳費交易,全數繳付所需之費用)<br>(Note: You must pay the exact amount in one single transaction.)<br>vii. 請保存自動櫃員機收據正本,以作紀錄<br>Please keep the original of the ATM payment receipt for your own record | |
| 2. 於貼有「繳費易」的「銀通」櫃員機<br>At the JETCO ATM with the JET Payment Logo | i. 選擇繳費服務<br>Select Bill Payment Services<br>ii. 選擇『商戶編號輸入』<br>Select "Merchant Code Entry"<br>iii. 輸入*商戶編號『9151』<br>Key in *Merchant Code "9151"<br>iv. 賬單類別:輸入 『03』<br>Bill Type: Enter "03"<br>**v. 輸入 9 位數字學生編號 + 33 (共 11 位數字)**<br>**Enter 9-digit Student ID + 33 (11-digit in total)**<br>vi. 輸入總金額<br>Enter the Total Payment Amount<br>(注意:你必須於同一次繳費交易,全數繳付所需之費用)<br>(Note: You must pay the exact amount in one single transaction)<br>vii. 請保存自動櫃員機收據正本,以作紀錄<br>Please keep the original of the JETCO ATM payment receipt for your own record | |
| 3. 使用繳費靈<br>Using PPS<br><br>(請先開立戶口及致電 18013 登記此賬單)<br>(Please open a PPS account and register the bill by calling 18011 if you have not.) | 電話 (By Telephone)<br><br>i. 致電 18033<br>Dial access number 18031<br>ii. 輸入*商戶號碼 『9151』<br>Enter *merchant code "9151"<br>**iii. 輸入 9 位數字學生編號 + 33 (共 11 位 數字)**<br>**Enter 9-digit Student ID + 33 (11-digit in Total)**<br>iv. 選擇賬單類別:『03』-『學生雜費』<br>Select Bill Type: "03" - payment of "Fees for Student Services"<br>v. 輸入總金額<br>Enter the Total Payment Amount<br>(注意:你必須於同一次繳費交易,全數繳付所需之費用)<br>(Note: You must pay the exact amount in one single transaction)<br>vi. 請保存付款編號,以作紀錄<br>Please keep the payment reference number for your own record | 互聯網 (By Internet)<br><br>i. 網址 www.ppshk.com<br>Visit www.ppshk.com<br>ii. 輸入*商戶號碼 『9151』<br>Enter *merchant code "9151"<br>**iii. 輸入 9 位數字學生編號 + 33 (共 11 位數字)**<br>**Enter 9-digit Student ID + 33 (11-digit in Total)**<br>iv. 選擇賬單類別:『03』-『學生雜費』<br>Select Bill Type: "03" - payment of "Fees for Student Services"<br>v. 輸入總金額<br>Enter the Total Payment Amount<br>(注意:你必須於同一次繳費交易,全數繳付所需之費用)<br>(Note: You must pay the exact amount in one single transaction)<br>vi. 請保存付款編號,以作紀錄<br>Please keep the payment reference number for your own record |

## 香港專業教育學院（黃克競）
**Hong Kong Institute of Vocational Education (Haking Wong)**

### 多人學點和多結業點高級文憑課程 **-** 學歷證明書申請表
### Multi-Entry-Multi-Exit Higher Diploma Course - Application for Statement of Award

填寫本表格前，請先參閱「申請須知」。**Please read the 'Application Guide' before completing this Form.**

申請人必須於申請批核後才繳交手續費。每份**學歷證明書**申請手續費為港幣壹佰元正(恕不退還)。繳費方法，請參閱背頁。
Applicant should pay the handling fee <u>after approval</u>. Applicant will be charged a handling fee of HK$100 (non-refundable) for **"Statement of Award"**. Please refer to overleaf for payment methods.

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

| 英文姓名<br>**Full Name in English** | : _____ | 中文姓名<br>**Name in Chinese** | : _____ |
|---|---|---|---|
| 學生編號<br>**Student Number** | : _____ | 聯絡電話<br>**Contact Number** | : _____ |
| 課程名稱<br>**Course Title** | : _____ | 課程編號<br>**Course Code** | : _____ |
| 就讀級別<br>**Level of Study** | : _____ | 就讀分校<br>**Campus** | : _____ |

### 第 2 部份：欲申請的學歷證明書　SECTION 2 : RELEVANT STATEMENT OF 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。本人現欲申請以下其中一項學歷證明書。
[ 請在空格內填上"Y"字。]
I have successfully completed *Level 1 / Level 2 / Level 3 study of the above mentioned course and would like to apply for the relevant statement of award.
[ Please enter "Y" in the appropriate box.]

☐ 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.

| **For Office Use　學院專用**<br>Checked by<br><br>(      )<br>Date: _____ | **Application approved / not approved**<br><br>Hod (    ) / IVE(HW)<br>Date: _____ |
|---|---|

### 第 3 部份：聲明　SECTION 3 : DECLARATION

1. 本人已清繳補發證書的所需費用及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 replacement fee and all the outstanding fee (including library and other fines) owed to the VTC.　Otherwise, my transcripts, certificates and related certification will be withheld.
2. 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，本人的學歷證明書申請資格將被取消。
   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 statement of award.

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

### 第 4 部份：認收 SECTION 4: ACKNOWLEDGEMENT

本人確認領取學歷證明書。I acknowledge receipt of the Statement of Award(s).

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

職員簽署 Signature of Staff : _____　　日期 Date : _____

### 秘書處專用 FOR CAMPUS SECRETARIAT USE

☐ 查核學生身份證及學生記錄。Student's HKID Card and record checked

☐ 畢業日期 Graduation Date ( DD/ MM/ YYYY ) ： _____

☐ 茲收到 A handling fee HK $ ： _____手續費 has been settled.　收據編號 Receipt No.: _____

職員簽署 Signature of Staff : _____　　日期 Date : _____

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