申請階段結業證明書
APPLICATION FOR EXIT 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：
   * 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.　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.

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

多入學點和多結業點高級文憑課程 - 階段結業證書申請表
Multi-Entry-Multi-Exit Higher Diploma Course - Application for Exit Award

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

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**	: _____	聯絡電話 **Contact Number**	: _____
課程名稱 **Course Title**	: _____	課程編號 **Course Code**	: _____
就讀級別 **Level of Study**	: _____	就讀分校 **Campus**	: _____
地址 **Address**	: _____		

第 2 部份：欲申請的階段結業學歷　SECTION 2 : RELEVANT 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。本人現欲申請以下其中一項階段結業證明。[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 exit 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 Checked by	Graduation Date　畢業日期
(　　　　　　　　　　)	_____ (DD/ MM / YYYY)

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.

3. 本人明白一旦選擇申請階段結業並獲批准後，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 a course, which is subsequently approved, my place on the progression class would not be retained and my choice is irrevocable.

申請人簽署
Applicant's Signature : _____

日期
Date : _____

第 4 部份：由學系 / 學院秘書處填寫　SECTION 4 : TO BE COMPLETED BY DEPARTMENT/CS

Application approved / not approved	**MSRP1103M & MSRP3801M updated**
HoD(　　　　　　)/IVE(　　　　　　)	(　　　　　　)/IVE(　　　　　　)
Date :	Date :

第 5 部份：認收　SECTION 5: ACKNOWLEDGEMENT

本人確認領取階段結業證明書。I acknowledge receipt of Exit Award.

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

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

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