

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

Applicable to NHD / DFS
Students Only
只適用於新學制高級文憑/
基礎課程文憑學生

學籍/單元重新註冊申請表

Fax No. 傳真: 2729 1585

Application for Reinstatement of Programme/ Module Registration

第一部份：個人資料 Part I: Student Personal Particulars

姓名 (*先生/小姐/女士) 英文 _____ 中文 _____
Name (*Mr./Miss/Ms.): (English) _____ (Chinese) _____
學生編號/身份證號碼 _____ 電郵地址 _____
Student No./HKID No. : _____ E-mail Address: _____
學系 _____ 課程編號/年級/班別 _____
Department: _____ Course Code/ Year/Class: _____
聯絡電話 住宅 _____ 手提電話號碼 _____ 辦公室 _____
Tel. No. : (Home) _____ (Mobile Phone No.) _____ (Office) _____

第二部份 Part II

- 學籍重新註冊 Reinstatement of Programme
 單元重新註冊，請提供單元編號: Reinstatement of Module Registration, please provide Module Code:

申請原因 Reason of Application:

*備註：申請學籍/單元重新註冊須繳清欠交學費及另繳重新註冊費港幣 400 元。

*Remarks: A reinstatement fee of HK\$400 will be charged in addition to the outstanding amount of tuition fee and other charges.

學生簽署

Signature of Student: _____ 日期 Date: _____

第三部份：所屬部門專用 Part III: For Departmental Use

- 學籍重新註冊申請 *請予照准/不必照准 Application for Reinstatement of Programme *is/is not recommended.
 以下單元重新註冊申請請予照准 The following application for Reinstatement of Module Registration **is recommended**.
單元編號 Module Code(s): _____)
 以下單元重新註冊申請不必照准 The following application for Reinstatement of Module Registration **is not recommended**.
單元編號 Module Code(s): _____)

系主任簽署

Signature of Head of Department: _____ 日期 Date: _____

系主任的建議 *獲批准/不獲批准 Recommendation made by HoD *is /is not approved.

院長簽署

Signature of Principal: _____ 日期 Date: _____

第四部份：秘書處專用 Part IV: For Campus Secretariat Use

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

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

茲收到

A handling fee Waived/HK\$: _____ 手續費。 _____ 收據編號： _____
has been received. Receipt No.: _____

- 已更新學籍/單元註冊紀錄。 Student registration / modules registration record updated in SRS.

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

- 已通知學生並安排學費事宜 (如適用)。 Informed student and arranged for Tuition Fee (if necessary).

應付金額及日期 Payment amount & date : _____ 繳交日期 Paid date : _____

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

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

Payment Methods for Reinstatement of Programme/ Module Registration

學籍/單元重新註冊 繳費方法

<p><u>At any ATM of the Hang Seng Bank or HSBC</u></p> <ol style="list-style-type: none"> 1. Select Bill Payment Services 2. Select Education-Others 3. Select “Vocational Training Council” 4. Select payment of “Fees for Student Services” 5. Enter Bill Account Number (<u>11-digit Bill Account Number</u>) * 6. Enter the Total Payment Amount 7. Please keep the original of the ATM payment receipt for your own record 	<p><u>於任何恒生銀行或匯豐銀行自動櫃員機</u></p> <ol style="list-style-type: none"> 1. 選擇繳費服務 2. 選擇教育 – 『其他』 3. 選擇『職業訓練局』 4. 選擇繳交『學生雜費』 5. 輸入賬單編號 (<u>11 位數字賬單編號</u>) * 6. 輸入總金額 7. 請保存自動櫃員機正本，以作紀錄
<p><u>At the JETCO ATM with the JET Payment Logo</u></p> <ol style="list-style-type: none"> 1. Select Bill Payment Services 2. Select “Merchant Code Entry” 3. Key in Merchant Code “9151” 4. Bill Type: Enter “03” 5. Enter Bill Account Number (<u>11-digit Bill Account Number</u>) * 6. Enter the Total Payment Amount 7. Please keep the original of the JETCO ATM payment receipt for your own record 	<p><u>於貼有「繳費易」的「銀通」櫃員機</u></p> <ol style="list-style-type: none"> 1. 選擇繳費服務 2. 選擇『商戶編號輸入』 3. 輸入商戶編號『9151』 4. 賬單類別：輸入『03』 5. 輸入賬單編號 (<u>11 位數字賬單編號</u>) * 6. 輸入總金額 7. 請保存自動櫃員機正本，以作紀錄
<p><u>Using PPS* (By Telephone)</u> <i>(*Please open a PPS account and register the bill by calling 18011 if you have not)</i></p> <ol style="list-style-type: none"> 1. Dial access number 18031 2. Enter merchant code “9151” 3. Enter the Bill Account Number (<u>11-digit Bill Account Number</u>) * 4. Select Bill Type: “03” – payment of “Fees for Student Services” 5. Enter the Total Payment Amount 6. Please keep the payment reference number for your own record 	<p><u>使用繳費靈* (電話)</u> <i>(*請先開立戶口及致電 18013 登記此賬單)</i></p> <ol style="list-style-type: none"> 1. 致電 18033 2. 輸入商戶號碼『9151』 3. 輸入賬單編號 (<u>11 位數字賬單編號</u>) * 4. 選擇賬單類別：『03』 - 『學生雜費』 5. 輸入總金額 6. 請保存付款編號，以作紀錄
<p><u>Using PPS (By Internet)</u></p> <ol style="list-style-type: none"> 1. Visit www.ppskhk.com 2. Enter merchant code “9151” 3. Enter the Bill Account Number (<u>11-digit Bill Account Number</u>) * 4. Select Bill Type “03” – payment of “Fees for Student Services” 5. Enter the Total Payment Amount 6. Please keep the payment reference number for your own record 	<p><u>使用繳費靈 (互聯網)</u></p> <ol style="list-style-type: none"> 1. 網址 www.ppskhk.com 2. 輸入商戶號碼『9151』 3. 輸入賬單編號 (<u>11 位數字賬單編號</u>) * 4. 選擇賬單類別：『03』 - 『學生雜費』 5. 輸入總金額 6. 請保存付款編號，以作紀錄

Remark:

* Bill Account Number (11-digit Bill Account Number) is a combination of “student number” and payment code “17”, e.g. the student number is 123456789, the 11-digit Bill Account Number is 12345678917.

備註:

* 11 位數字賬單編號為「學生號碼」另加賬號「17」，如學生編號為「123456789」，11 位數字賬單編號則為「12345678917」