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

補領學生證申請表
Application for Replacement of Student Card

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.

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

姓名（*先生/小姐/女士）英文
Name (*Mr./Miss/Ms.): English _____ 中文 Chinese _____

學生編號/身份證號碼
Student No./HKID No. : _____ 電郵地址 E-mail Address: _____

學系
Department: _____ 課程編號/年級/班別 Course Code/Year/Class: _____

聯絡電話　住宅
Tel. No. :　Home _____ 手提電話 Mobile Phone _____ 辦公室 Office _____

第二部份：補領原因 Part 2: Reason(s) for Replacement

(請於適當的方格內加上"✓"號。 Put a "✓" in the appropriate box(es).)

☐ 損毀 Damage   ☐ 遺失 Loss   ☐ 其他(請註明) Others (please specify): _____

聲明 Declaration

本人已閱表格背頁的「申請須知」，並同意遵守該等規則。
I have read the 'Application Guide' overleaf and agree to conform to the related regulations.

學生簽署
Signature of Student: _____ 日期 Date: _____

第三部份：秘書處專用 Part III: For Campus Secretariat Use

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

☐ 已繳服務費 Service Fee HK$100 is received.
　收據編號 Receipt No： _____

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

第四部份: 認收 Part IV: Acknowledgement

本人確認領取學生證。 I acknowledge receipt of Student Card.

學生簽署 Signature of Student: _____ 日期 Date: _____

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

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

<div align="center">申請須知</div>

1. 補領學生證的費用為港幣一百元正（已繳交的費用不會退還）。
2. 倘學生於遞交申請後尋回原本的學生證，應通知學院秘書處，並把學生證退還給本校予以取消。申請補領學生證的費用將不予退還。
3. 申請人可以下列的繳費方法繳交補領學生證的費用。

<div align="center">**Application Guide**</div>

1. The handling fee of Replacement of Student Card is HK$100 **(Non-Refundable)**.
2. In the event that the original card is found after submission of this application, students are required to inform the Campus Secretariat and return the original card for cancellation.   The handling fee will ***NOT be refunded***.
3. Applicant should settle the application fee by the payment methods listed below.

收費 Fee:	**HK$100**
繳費期限 Payment Due Date:	**Before submission of application**
賬單編號 Bill Account Number:	⬚⬚⬚⬚⬚⬚⬚⬚⬚ **3** **6**
	(學生編號 Student No.)

<div align="center">**Payment Methods 繳費方法**</div>

At any ATM of the Hang Seng Bank or HSBC 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 (11-digit Bill Account Number – the 1st 9-digit is the student no. and the last 2-digit is "36") 6. Enter the Total Payment Amount 7. Please keep the original of the ATM payment receipt for your own record	**於任何恒生銀行或匯豐銀行自動櫃員機** 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 (11 位數字賬單編號 – 頭 9 位數字為學生編號，尾 2 位數字為 "36") 6. 輸入總金額 7. 請保存自動櫃員機正本，以作紀錄
At the JETCO ATM with the JET Payment Logo 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 (11-digit Bill Account Number – the 1st 9-digit is the student no. and the last 2-digit is "36") 6. Enter the Total Payment Amount 7. Please keep the original of the JETCO ATM payment receipt for your own record	**於貼有「繳費易」的「銀通」櫃員機** 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 (11 位數字賬單編號 – 頭 9 位數字為學生編號，尾 2 位數字為 "36") 6. 輸入總金額 7. 請保存自動櫃員機正本，以作紀錄
Using PPS* (By Telephone) *(*Please open a PPS account and register the bill by calling 18011 if you have not)* 1. Dial access number 18031 2. Enter merchant code "9151" 3. Enter the Bill Account Number (11-digit Bill Account Number – the 1st 9-digit is the student no. and the last 2-digit is "36") 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	**使用繳費靈* (電話)** *(*請先開立戶口及致電 18013 登記此賬單)* 1. 致電 18033 2. 輸入商戶號碼『9151』 3. 輸入賬單編號(11 位數字賬單編號 – 頭 9 位數字為學生編號，尾 2 位數字為 "36") 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
Using PPS (By Internet) 1. Visit www.ppshk.com 2. Enter merchant code "9151" 3. Enter the Bill Account Number (11-digit Bill Account Number – the 1st 9-digit is the student no. and the last 2-digit is "36") 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	**使用繳費靈（互聯網）** 1. 網址 www.ppshk.com 2. 輸入商戶號碼『9151』 3. 輸入賬單編號 (11 位數字賬單編號 – 頭 9 位數字為學生編號，尾 2 位數字為 "36") 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