

在填寫本申請表前，請詳閱背頁的注意事項。

A. 學生個人資料：

英文姓名：_____ 中文姓名：_____

學生編號：_____ 香港身份證／護照號碼：_____

聯絡電話：_____ 電郵：_____

地址：_____

你是否持學生簽證／進入許可而允許逗留香港的非本地生？ * 是 / 否 (請見背頁第九項)

B. 轉讀申請詳情：

現就讀的課程

課程名稱：_____

課程編號：_____ 修讀模式：* 全日制 / 日間兼讀制 / 夜間兼讀制

就讀年級 / 級別：_____ 院校 / 分校 / 中心：_____

擬轉讀的課程

課程名稱：_____

課程編號：_____ 修讀模式：* 全日制 / 日間兼讀制 / 夜間兼讀制

入讀年級 / 級別：_____ 院校 / 分校 / 中心：_____

生效學期：* 1(秋季) / 2(春季) / 3(夏季) 生效學年：_____

如擬轉讀夜間兼讀制，請圈出每星期擬修讀晚數：* 2 / 3 / 4

轉讀原因(可於另加紙張上填寫)：_____

簽署：_____ 日期：_____

只供院校職員填寫

I. 由擬轉讀學院秘書處填寫：

簡簽：_____ 收表格日期：_____

已註冊入學 資料已經核對

已繳申請費用 已註冊課程學費 港幣\$_____

學生在原修讀課程的成績 - * 累積平均積點 / 學期平均分 / 累積平均分：_____

II. 由擬轉讀學系系主任填寫：

轉讀申請 *獲得支持 / 不獲支持。 轉讀生效日期：_____

生效學期：* 1(秋季) / 2(春季) / 3(夏季) 生效學年：_____

原因：_____

允許把原就讀課程的成績轉到本課程？ * 是 / 否

如申請人轉讀夜間兼讀制，請填寫修讀晚數：_____ 及

總單元值/學分：單元：_____ 單元值：_____

簽署：_____ 日期：_____

由學院秘書處填寫

簡簽：_____ 日期：_____

已知會學生申請結果

擬轉讀課程學費：
港幣\$
退還 / 收取* HK\$_____

資料已在 SRS 更新
(只適用於獲批准的申請)

已知會相關院校 / 學系
(包括學生所屬院校及擬轉讀院校)

已辦理註冊

III. 由擬轉讀學院院長填寫：

轉校申請 *獲得批准 / 不獲批准。

簽署：_____ 日期：_____

(*請刪去不適用者)

申請轉讀課程／院校 重要事項

1. 轉讀申請適用於由香港專業教育學院 / 香港知專設計學院 / 工商資訊學院 / 青年學院 / 旅遊服務業培訓發展中心 / 中華廚藝學院 / 卓越培訓發展中心開辦,一般修讀年期為一年或以上的頒授學歷課程。申請轉讀包括轉讀同一學年的其他課程 / 修讀模式(如由全日制轉兼讀制) / 院校。申請人必須為已註冊入讀的學生。轉讀基礎文憑的另一分流,其申請亦會被視為轉讀。
2. 在成功修畢一個課程或分流後,擬再入讀另一課程 / 分流,會被視為新申請入學,而非轉讀。
3. 學院將按你擬轉讀課程的學位餘額及你的學術表現處理你的申請。在遞交申請表格前,你必須先行向擬轉讀課程的開辦院校確定該課程仍有餘額;及你已符合該課程的入學資格。院校 / 中心在接納你的申請表時,不會確保申請課程仍有學位。轉讀申請須由擬轉讀院校的院長 / 中心總監審批。已在原修讀課程的修讀年期亦會計算在擬轉讀課程的註冊期限內。
4. 轉讀申請的費用不予退還,每項申請現為港幣 200 元。轉讀另一院校的同課程,會視作為一項申請處理。
5. 擬申請轉讀的學生,應:
 - ✦ 填妥本申請表格及繳交港幣 200 元的申請的費用(無論申請成功與否,申請費用概不發還)
 - ✦ 遞交填妥的表格、繳交申請費用的收據及最近期的成績證明書副本(如未獲發原讀課程的首張成績證明書,請提交其他學歷證明副本)予擬轉讀課程的開辦院校的秘書處。
6. 在一般情況下,擬轉讀課程的開辦院校會在收到申請表、所需文件及申請費後的五個工作天內通知你有關結果。若你不接獲任何通知,則表示你的申請不獲批准。
7. 在你的申請未獲批准前,你應如常出席原修讀課程的課堂,完成習作及出席考核(如適用)。
8. 申請獲批准後,學生須交還原來的學生證以作註銷。由於你已註冊課程的學費可能與轉讀課程的學費不同,你或需繳付學費的差額。多繳的金額將用作調整下期所需繳付的學費。
9. 非本地學生擬申請轉讀,事前必須獲香港入境處批准。而獲批的轉讀申請,會於獲香港入境處批准後方能作實。

Application for Transfer of Study

(For CS Use Only)

Ref : HW/NT/TI - _____

Please read the notes overleaf before completing this Form

B. Particulars of Student:

Name in English : _____ Name in Chinese: _____
 Student No. : _____ HKID/Passport No.: _____
 Contact Tel. No. : _____ Email: _____
 Address : _____

Are you a non-local student requiring a student visa to stay in Hong Kong? * Yes / No (See Note 9 overleaf)

B. Details of Transfer Request:

FROM (Programme currently registered)

Programme Title : _____
 Programme Code : _____ Mode of Study : *Full-time / Part-time Day / Part-time Evening
 Year/Level : _____ Institute / Campus / Centre : _____

TO (Programme that you wish to transfer to)

Programme Title : _____
 Programme Code : _____ Mode of Study : * Full-time / Part-time Day / Part-time Evening
 Year/Level : _____ Institute / Campus / Centre : _____
 Starting from Semester : * 1 (Autumn) / 2 (Spring) / 3 (Summer) of Academic Year : _____
 For transfer to PTE mode, please circle the number of evenings available for class per week: * 2 / 3 / 4
 Reason for transfer (use separate sheets where necessary) _____

Signature : _____ Date : _____

For Office Use Only

I. By CS of Receiving Campus:

Initial : _____ Date of the form is received : _____
 Student registered Details checked
 Application fee for transfer received Tuition fees of previous registered programme HK\$ _____
 Academic Results of previous programme – * CGPA / SMA / CMA : _____

II. By HoD / Programme Leader of Receiving Programme:

Application * supported / not supported. Transfer Eff. Date: _____ Eff. from Sem.: * <u>1 (Autumn) / 2 (Spring) / 3 (Summer)</u> of AY: _____ Reason(s) : _____ Results of previous programme transferred to new programme? Yes/No* For transfer to PTE mode, _____ nights of study and total MC _____ MV / credit: _____ Signature: _____ Name: _____ Date: _____	For CS Use Only Initial : _____ Date : _____ <input type="checkbox"/> Student Informed <input type="checkbox"/> Tuition Fee of receiving programme: HK\$ _____ Shortfall collected : HK\$ _____ <input type="checkbox"/> SRS Updated (for successful transfer) <input type="checkbox"/> Campus / Dept. Informed (both originating and receiving campus / department) <input type="checkbox"/> Registration on _____
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III. Decision of Principal of Receiving Campus:

Transfer application is *approved / not approved

Signature : _____ Date: _____

(*delete where appropriate)

Notes to Students on Applying Transfer of Study

1. Application of transfer of study will be applicable to award-bearing programmes with normal study duration of one academic year or longer, offered by IVE, HKDI, SBI, YC, HITDC, CCTI and Pro-Act Centres. Transfer of study includes transfer to another programme, to another mode of study (e.g. from full-time to part-time) or another campus and is applied to registered students only. For FD programme, change of stream is also regarded as transfer.
2. Enrolment on a programme after successful completion of another VTC programme / stream is considered as a new admission instead of transfer.
3. Request for transfer of study will be considered subject to availability of places in the programme concerned, as well as the academic standard and performance of the student. Before submitting a transfer application, student should check with the offering campus of the programme which he/she wishes to transfer to (i.e. the receiving campus) whether study places are available and whether he/she has met the entry requirement of the programme. **IVE, HKDI, SBI, YC, HITDC, CCTI and Pro-Act Centres bears no responsibility to ensure that the study places of the programme you apply for are available when accepting your transfer request form.** A transfer application requires the approval of the Principal / Director of the Campus / Centre offering the programme. The time already devoted to the old programme will be counted towards the Maximum Registration Period of the receiving programme.
4. A non-refundable application fee (currently at HK\$200) will be charged for processing each transfer application form. Transfer between campuses offering the same course is regarded as ONE transfer request.
5. Students who wish to apply for transfer of study should :-
 - ✦ Complete the Transfer Application Form and pay a non-refundable application fee (currently \$200 per application)
 - ✦ Submit the completed Application Form and payment receipt of application fee to the Campus Secretariat of the campus / centre offering the programme which you wish to transfer to together with a copy of your latest Transcript of Study of your current programme (or a copy of your academic qualifications if the first Transcript of your current programme is not yet available).
6. The receiving campus / centre will notify you the result of your application normally in 5 working days after receipt of your duly completed application form, the required information and application fee. You may assume your application unsuccessful if you do not receive any notification after the period.
7. You should continue to attend classes, complete programme work and sit for examination in the current programme (if applicable) as usual until you are notified of the result of your application.
8. If application for transfer is approved, successful applicant is required to return the student ID card for nullification. As the tuition fee level of the transfer-out programme and transfer-in programme may be different, student concerned will be required to settle the shortfall, if any. In case of excess amount, it will be carried forward to offset payment of the next semester / installment of tuition fee.
9. For non-local students (i.e. those who are non-Hong Kong residents entering Hong Kong for the purpose of education with a student visa / entry permit issued by the Immigration Department), they have to seek prior approval from the Immigration Department if they wish to apply for transfer of study. These students should note that their application, if agreed, will only be confirmed upon receipt of the approval from the Immigration Department.