IVE
Member of VTC Group
VTC 機構成員

轉讀申請表　Application for Transfer of Study
(不適用於收生期間入學的新生　NOT applicable to new students and during admission period)

在填寫本申請表前，請詳閱另頁的申請轉讀注意事項。
Please read Notes to Students on Applying Transfer of Study before completing this Form

A. 學生個人資料　Particulars of Student：

英文姓名
Name in English _____

中文姓名
Name in Chinese _____

學生編號
Student No. _____

*香港身份證/護照號碼
HKID/Passport No. _____

聯絡電話
Contact Tel. No. _____

電郵
Email _____

地址
Address _____

_____

你是否持學生簽證 / 進入許可而允許逗留香港的非本地學生?　　是 / 否（請見注意事項第九項）

你是否持有香港特區居留權或入境權?　　是 / 否

Are you a non-local student requiring a student visa / entry permit to stay in Hong Kong?　　Yes / No
(See Paragraph 9 of the Notes)
Do you have the right of abode / to land in Hong Kong?　　Yes / No

B. 轉讀申請詳情　Details of Transfer Request：

現就讀的課程　Programme currently registered

課程名稱
Programme Title _____

課程編號
Programme Code _____

修讀模式　：
Mode of Study　：

全日制 /　　日間兼讀制 /　　夜間兼讀制
Full-time /　　Part-time Day /　　Part-time Evening

就讀年級 / 級別
Year/Level _____

院校 / 分校 / 中心
Institute / Campus / Centre _____

擬轉讀的課程　Programme that you wish to transfer to

課程名稱
Programme Title _____

課程編號
Programme Code _____

修讀模式　：
Mode of Study　：

全日制 /　　日間兼讀制 /　　夜間兼讀制
Full-time /　　Part-time Day /　　Part-time Evening

入讀年級 / 級別
Year/Level _____

院校 / 分校 / 中心
Institute / Campus / Centre _____

生效學期
Starting from Semester　1 / 2 / 3

生效學年
of Academic Year _____

如擬轉讀夜間兼讀制，請剔出每星期擬修讀晚數：　2 / 3 / 4
For transfer to PTE mode, please tick the number of evenings available for class per week:　2 / 3 / 4

轉讀原因 Reason for transfer（可於另加紙張上填寫 use separate sheets where necessary）：

_____

本人已詳閱及同意申請轉讀注意事項的內容。
I have read and agreed to the content of the Notes to Students on Applying Transfer of Study.

學生簽署
Signature of student _____

日期
Date _____

(Please read Supplementary Notes for Handling Transfer of Study before completing this section.)

I. By CS (of Receiving Campus):

Initial: _____ **Application received on** (date) **:** _____

☐ Student registered ☐ Details checked ☐ Application fee for transfer received

☐ Tuition fees amount of previous registered programme HK$ _____

☐ Academic Results of previous programme – * CGPA / CMA : _____

☐ Financial assistance received ? * Yes / Pending / No (*TSFS / NLSFT / FASP / NLSPS / VTC FR)

☐ The student is a non-local student or a student under "others" student type. Advice from Immigration Department via Mainland and International Affairs Office / AdO is required before further processing.

II. By HoD / Programme Leader of Receiving Programme (of Receiving Campus)

☐ The applicant meets the entry requirements of the programme applied for and place is available. Application is supported.

Having considered the applicant's academic attainment, the curriculum / pre-requisite requirements of the programme applied for, I also recommend the following on the transfer of study:-

➢ Year/Level of study to be transferred to _____

➢ Effective from Semester: * 1 / 2 / 3 of AY: _____

➢ Transfer Effective Date (*applicable if transfer is to take effect in current semester*): _____

➢ Results of previous programme transferred to new programme? Yes/No*

➢ For transfer to PTE mode, _____ nights of study and total MV / credit in the semester: _____

☐ Application is not supported. Reason: _____

Signature: _____ Name: _____ Post: _____ Date: _____

III. Decision of Programme Board Chairperson *(for general application)* or Academic Director *(for extreme circumstances)* of Receiving Programme:

Transfer application is *approved / not approved with reason : _____

_____

Transfer Effective Date (*only applicable if approved to take effect in current semester*): _____

Signature: _____ Name: _____ Post: _____ Date: _____

VI. By CS (of Receiving Campus)

Initial : _____ Date : _____

☐ Student Informed thro' _____ ☐ Tuition Fee amount of receiving programme: HK$_____

☐ Relevant computer records (SRS/OMS/CAS) Updated (for successful transfer)

Shortfall collected : HK$ _____

☐ Campus / Dept. Informed (both originating and receiving campus / department)

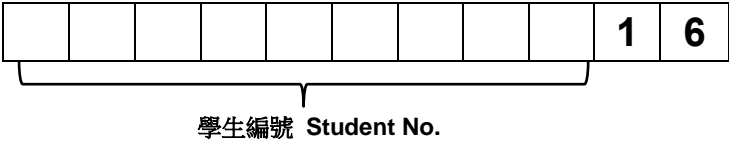*(*delete where appropriate)*

(Rev. June 2024)

申請轉讀注意事項

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／香港資訊科技學院／海事訓練學院／青年學院／青年學院(國際課程)／酒店及旅遊學院／中華廚藝學院／國際廚藝學院／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。申請轉讀包括轉讀其他課程、轉讀修讀模式(如由全日制轉兼讀制)、其他院校。申請人必須為已註冊入讀的學生。轉讀基礎課程文憑的另一分流，其申請亦會被視為轉讀。改以其他授課語言修讀同一高級文憑課程的轉讀申請，於課程餘額申請期限結束後一般不被接納。

2. 如在成功修畢一個課程或分流後，擬再入讀另一課程／分流，須經新生入學申請程序，而非轉讀。

3. 學院將按你擬轉讀課程的學位餘額情況及你的學術表現處理你的申請。在遞交申請表格前，你宜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。轉讀申請須由有關課程委員會主席／學術總監審批。已在原修讀課程的修讀年期亦會計算在擬轉讀課程的修讀課程期限內。

4. 申請轉讀須繳交申請費，每項申請現為港幣 200 元。無論申請成功與否，申請費用概不發還。

5. 擬申請轉讀的學生，應：
   ✦ 填妥本申請表格及繳交所需的申請費用（現為港幣 200 元）
   ✦ 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、所需文件及申請費用後約五個工作天後通知你有關結果。

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/學期所需繳付的學費。

9. 非本地學生或沒有香港特區居留權或入境權的學生如擬申請轉讀，事前必須獲香港入境事務處批准。而獲批的轉讀申請，會於獲香港入境事務處批准後方能作實。

10. 部分課程的名稱或資歷名銜已更改，新的學銜名稱將適用於生效日起入讀或轉讀到這些課程的同學。

(Rev. June 2024)

Notes to Students on Applying Transfer of Study

1. Transfer of study is applicable to award-bearing programmes with normal study duration of one academic year or longer, offered by IVE, HKDI, HKIIT, MSTI, YC, YCI, HTI, CCI, ICI, and Pro-Act Centres. It includes transfer to another programme, to different mode of study (e.g. from full-time to part-time), between campuses and is applicable to registered students only. For Diploma of Foundation Studies programme, change of stream is also regarded as transfer. Applications for transfer between different MOIs of the same HD programme after the topping-up period would normally NOT be accepted.

2. Enrolment on a programme after successful completion of another VTC programme / stream should be made via new student admission procedure 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, students are advised to check with the offering campus of the programme which they wish to transfer to (i.e. the receiving campus) whether study places are available and whether they meet the entry requirement of the programme. Campus / Centre bears no responsibility to ensure that the study places of the programme students apply for are available when accepting the transfer request form. A transfer application requires the approval of the relevant Programme Board Chairperson / Academic Director. 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.

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 duly 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 after 5 working days upon receipt in full of your duly completed application form, the required information and application fee.

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 paid, it will be carried forward to offset the tuition fee of the next instalment / semester.

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) or those who do not have the right of abode / to land in Hong Kong, 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 approved, will only be confirmed upon receipt of the approval from the Immigration Department.

10. Some programmes had their names or award titles renamed. The new names or award titles will apply to new intakes and those who transfer to these programmes on or after the effective date of the change.

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

轉讀課程／院校繳費通知書
Payment Advice for Transfer of Study

</div>

收費 Fee:	HK$200
繳費期限 Payment Due Date:	Before submitting application
賬單編號 Bill Account Number:	☐☐☐☐☐☐☐☐☐ **1** **6**

<div align="center">學生編號 Student No.</div>

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