

## APPLICATION FOR SERVICES PROVIDED TO IVE STUDENTS

## 香港專業教育學院服務申請表

Please tick 請 <input checked="" type="checkbox"/>	Handling Fee 手續費*
<input type="checkbox"/> Transcript of Study 學業成績證明書^	\$50
<input type="checkbox"/> Transcript of Study 學業成績證明書^ (application attached with a Form for Official Signature) (申請附加表格要求校方簽署)	\$100
<input type="checkbox"/> Statement of Module Completion 修畢單元證明書 (only for students who exited the programmes (under the new academic structure) without meeting the requirements for any awards) (只供不符合獲頒任何學歷的(新學制課程)離校同學申請)	\$100
<input type="checkbox"/> Letter of Confirmation/ Certification Service/ Official Signature 證明書/校方簽署證明文件	\$100
<input type="checkbox"/> Programme Syllabus 課程大綱	\$100
<input type="checkbox"/> Replacement of Student Card 補領學生證	\$100
<input type="checkbox"/> Verification of Payment of Tuition Fee 已繳交學費證明書	\$100
<input type="checkbox"/> Official Receipt of Tuition Fee 正式學費收據 (Academic Year 學年: _____ Instalment 期數: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> )	Not Applicable 不適用 <sup>@</sup>

1. Name (English) 姓名 (中文)	_____	2. Student No. 學生編號	_____
3. HKID Card No. 身份證號碼	_____	4. Course No./Year/Class 課程編號/年級/班別	_____
5. Course Title 課程名稱	_____		
6. Year of Graduation 畢業年份	_____	7. Department 學系	_____
8. Contact Phone No. (Home) 聯絡電話 (住宅)	_____	(Mobile) (手電)	_____
		(Office) (辦公室)	_____
9. E-mail address 電郵地址	_____		
10. Remark 備註	_____		

**Declaration 聲明#**

I have already settled all the outstanding fee (including library and other fines) owed to the VTC.

Otherwise, my transcripts, certificates and related certification will be withheld.

本人已清繳所有對職業訓練局的欠款(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。

Signature 簽名 \_\_\_\_\_ Date 日期 \_\_\_\_\_

**Notes 註:**

# 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.  
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。

\* Handling fee paid is non-refundable. 所繳交手續費概不退還。

@ It is ONLY applicable to **the first copy** of official receipt for each instalment. 只適用於**首次**申請該期學費之正式收據。

^ Transcript that has not been collected within 1 year will be destroyed without further notice.

學院將會銷毀一年內仍未領取的學業成績證明書, 而不作另行通知。

