香港知專設計學院(HKDI)
香港專業教育學院〔李惠利〕IVE(LWL)

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

在填寫申請表前，請閱讀以下細則：Please read the instructions below before completing this form:

申請細則　Instructions to Applicant

1. 申請人應填寫申請表第 I 及第 II 部份。
   Complete Part I & Part II of the application form.
2. 連同以下證件，親身到學院秘書處遞交申請表。
   Submit the application form to the Campus Secretariat in person together with the following documents :
   a. 已破損的學生證〔如適用者〕　The damaged Student Card, if applicable
   b. 香港身份證〔以作核對〕　Hong Kong ID Card (for verification)
3. 申請人須繳交手續費港幣壹佰元正〔恕不退還〕。請參閱背頁繳費方法。
   Applicant will be charged a handling fee of HK$100 (non-refundable). Please refer to payment methods on back page.
4. 學生須出示身份證親身到學院秘書處領取補發學生證。
   Applicant should collect the replacement Student Card in person by producing your own Hong Kong ID Card.
5. 所有文件應盡快領取，未領取文件會於 1 年後銷毀(由申請日計起)。重新申請需繳交申請費用。
   All request document should be collected immediately and would be discarded after 1 year(from the date of application). Handling fee is required when resubmission of application.

I. 學生資料　PARTICULARS OF STUDENT

姓名〔*先生/小姐/女士〕
Name（*Mr./Miss/Ms.）　　英文姓名（in English）

學生編號 Student No.

中文姓名（in Chinese）

課程編號 Course/Programme Code

課程名稱
Course/Programme Title

香港身份證號碼 _____ (　)
HKID Card No.

學系
Department

現就讀年級 _____ 〔只適用於學級制課程〕
Yr. of Study (Applicable only for Stage-based course)

日間聯絡電話：
Telephone No.

學制〔*全日制/夜間兼讀制/日間兼讀制〕
Mode of Attendance : *FT / PTE / PTD

II. 聲明　DECLARATION

本人謹此聲明本人原有的學生證已*損壞/遺失及所填報的資料均屬正確。本人亦明白若有任何虛報，本人可被校方作出紀律處分。
I declare that my Student Card was damaged / lost and the information entered on this form is true and correct. I understand that if I declared falsely that my Student Card is damaged or lost in order to apply for replacement of Student Card, I will be subject to disciplinary action.

_____　　　　　　　　　_____
申請人簽署 Signature of Applicant　　　　　　　　　日期 Date

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

III. 認收〔由申請人在領取補發學生證時填寫〕
ACKNOWLEDGEMENT(To be completed by student upon collection of replacement Student Card)

本人謹此簽收所補發的學生證，如尋獲已遺失的學生證，本人應允將其交還學院秘書處。
I acknowledge receipt of the replacement Student Card and undertake the responsibility to return my original Student Card to the Campus Secretariat for cancellation in the event of having found it.

_____　　　　　　　　　_____
申請人簽署 Signature of Applicant　　　　　　　　　日期 Date

(FOR OFFICE USE
IV. ISSUE OF REPLACEMENT STUDENT CARD

☐ Hong Kong ID Card checked

Signature of Staff

_____　　　　　　　　　_____
CO(C)　　　　　　　　　　　　　　　　　　Date

補領學生證費用
Payment for Application for Replacement of Student Card

繳費方式 Payment Method	繳費程序 Payment Procedures	
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 11 位數字賬單編號(學生編號+"36") Enter 11-digit Bill Account Number(Student No. + "36") vi. 輸入總金額(港幣$100) Enter the Total Payment Amount(HK$100) (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. 請保存自動櫃員機收據正本，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 11 位數字賬單編號(學生編號+"36") Enter 11-digit Bill Account Number(Student No. + "36") vi. 輸入總金額(港幣$100) Enter the Total Payment Amount(HK$100) (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. 請保存自動櫃員機收據正本，以作紀錄 Please keep the original of the JETCO ATM payment receipt for your own record	

	電話(By Telephone)	互聯網(By Internet)
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 and register the bill by calling 18011 if you have not.)	i. 致電 18033 Dial access number 18031 ii. 輸入商戶號碼『9151』 Enter merchant code "9151" iii. 輸入 11 位數字賬單編號(學生編號+"36") Enter the 11-digit Bill Account Number (Student No. +"36") iv. 選擇賬單類別：『03』-『學生雜費』 Select Bill Types : "03" – payment of "Fees for Student Services" v. 輸入總金額(港幣$100) Enter the Total Payment Amount(HK$100) (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	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 11 位數字賬單編號(學生編號+"36") Enter the 11-digit Bill Account Number(Student No. + "36") 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(港幣$100) Enter the Total Payment Amount(HK$100) (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

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(FOR OFFICE USE)
RECORD AT THE CAMPUS SECRETARIAT (Please tick the appropriate box(es))

☐ All items duly filled in by student in Sections I & II   ☐ Photo given
☐ Student's Hong Kong ID Card checked   ☐ Payment **ATM/PPS** dated_____
☐ Record of student registration checked   ☐ Others _____

Signature of Staff _____

         CO(C)   Date