# HONG KONG INSTITUTE OF VOCATIONAL EDUCATION (SHA TIN)
## Application for Deferment of Study

**Important Notes to Applicants** :

1. You must complete the programme within the Maximum Registration Period (MRP). You will be de-registered upon expiry of the MRP allowed for the programme of your study. **Before application, please consult your class teacher or department for advice**. You can also download the application form from the "Student Corner" of the web page of IVE (Shatin) Campus Secretariat.
2. For application related to **financial reason**, please complete the **Family Financial Assessment Form** in Part II and the counsellors of Student Development Office will provide alternative assistance for you.
3. **Under no circumstances will the tuition fee be refunded**.
4. The completed application form together with supporting documents, for example medical certificate, should be submitted to the **One Stop Student Services Centre (Room 023)**. Acknowledge of receipt would be sent to the applicant's student email account in three working days.
5. You should continue to attend classes until approval of deferment is given.
6. Approval for deferment of study will normally be valid for one year (i.e. for re-entry to the course in the following year).
7. Applicants studying full-time programmes may be charged an extension study fee per semester for taking fresh module(s) during the extended period and having paid all instalments of tuition fee.
8. For applicants studying part-time programmes, please note the following tuition fee arrangement:

| | |
|---|---|
| Application received <u>before</u> the commencement of a semester or an academic year | The tuition fee paid for the semester will be carried forward |
| Application received <u>after</u> the commencement of a semester or an academic year | The tuition fee paid for the semester will be forfeited |

9. For enquiries, please contact the Campus Secretariat (Email: stcampus@vtc.edu.hk ; Tel.: 2256 7565).
10. The personal information collected would only be used for the purpose of processing the application. We would not provide your personal data to unrelated parties or for other unrelated purposes without your consent.

## I. PARTICULARS OF STUDENTS

Name in English _____     Name in Chinese _____

Student No _____

Tel No    (Mobile) _____     (Home) _____

Address _____

## II. DETAILS OF DEFERMENT OF STUDY (please ✓ where appropriate)

Programme Code _____     Year / Class _____

Apply to defer study from ____ / ____ Academic Year     ☐1st Sem ☐2nd Sem ☐3rd Sem

Apply to resume study in ____ / ____ Academic Year     ☐1st Sem ☐2nd Sem ☐3rd Sem

Supporting document is     ☐ attached     (please specify) _____
                           ☐ not attached

Reason for Deferment of Study:

☐ Health Reason          ☐ Financial Reason [Note 2]          ☐ Others: _____
                         (Please complete the Family Financial Assessment Form)



**(Link: https://cutt.ly/ST-SDO_FinancialAssessmentForm_DeferredStudy**

(**Full explanation is required**.   Please use separate sheets for details or explanations if necessary)

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_____     _____
Signature of Applicant                    Date

# 香港專業教育學院 (沙田)
## 申請休學

申請須知：

1. 申請人必須於課程註冊期限內完成學業，否則會被取消學籍。在遞交申請前，申請人應**咨詢其班主任或學系的意見**。申請表亦可於 IVE (沙田)「學院秘書處 – 學生園地」網頁下載。
2. 若申請是基於**經濟考慮**，申請人請先填寫第二部份之**「家庭經濟狀況評估表」**，學生發展處輔導主任會聯絡申請人以商討其他可行方案。
3. **所有已繳交費用概不退還。**
4. 把填妥的申請表及夾附有關證明文件(例如醫生證明書)交回**一站式學生服務中心(023 室)**，確認收據將於 3 個工作天內發送到申請人的學生電郵。
5. 休學申請未獲批准前須如常上課。
6. 如獲批准休學，一般有效期為一年(即必須於翌年繼續學業)。
7. 已繳交所有期數學費的全日制課程申請人如日後修讀非因重修不及格單元，須按每學期繳交延長修讀費。
8. 有關兼讀制課程申請人，請留意以下學費安排：

| 學期或學年開始<u>前</u>接獲申請 | 已繳該學期學費可帶入下一期 |
|---|---|
| 學期或學年開始<u>後</u>接獲申請 | 已繳該學期學費不予退還 |

9. 如有查詢，請聯絡學院秘書處(電郵: stcampus@vtc.edu.hk ；電話: 2256 7565) 。
10. 所收集的個人資料只用作處理該申請，未經申請人同意，學院不會向不相關人士提供申請人的個人資料或用作其他用途。

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## I. 申請人資料

英文姓名 _____ 中文姓名 _____

學生編號 _____

電話號碼 (手機) _____ (住宅) _____

住址 _____

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## II. 申請休學詳情 (請在適當空格加上 ✓)

課程編號 _____ 就讀年級 / 班別 _____

申請休學期由 _____ / _____ 學年　　□第一學期　□第二學期　□第三學期

申請復學年度 _____ / _____ 學年　　□第一學期　□第二學期　□第三學期

隨函夾附證明文件　□ 有 (請說明) _____
　　　　　　　　　□ 沒有

休學原因:
□ 健康原因　　　　□ 經濟原因 [註2]　　　　□ 其他: _____
　　　　　　　　　(請先填寫「家庭經濟狀況評估表」)



**(Link: https://cutt.ly/ST-SDO_FinancialAssessmentForm_DeferredStudy**

(**必須提供詳盡解釋**，如空位不敷應用，請另函敍述)

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_____　　　　　　　_____
　　申請人簽名　　　　　　　　　　　　　　　　　日期