

HONG KONG INSTITUTE OF VOCATIONAL EDUCATION (SHA TIN)

Application for Replacement of Award Certificate (for IVE / HKDI Graduates)

Important Notes to Applicants :

1. A remark “**This is a replacement for loss of original certificate**” will be stated on the certificate.
2. The application fee is **HK\$500 per copy**. **Under no circumstances will the fee be refunded.**
3. Application fee can be settled through :
 - Electronic means (i.e. PPS, ATM, JETCO ATM)
Details of the payment procedures are given overleaf.
 - Cheque payment by mail
The completed application form together with a crossed cheque of \$500 payable to “Vocational Training Council” should be sent to the Campus Secretariat (Room 234), IVE(Sha Tin), 21 Yuen Wo Road, Sha Tin, N. T. Please mark “Application for Replacement of Award Certificate” on the envelope.
4. You should collect the Award Certificate in person by producing your HKID.
5. If you are not able to collect the document in person, you may authorize a representative to collect it on your behalf. Your representative must bring along with him/her the completed authorization letter and photocopy of your HKID Card. In addition, he/she will be required to produce his/her HKID for verification.
6. The letter of authorization can be downloaded from http://ive.edu.hk/st/uploads/ive/documents/cs_forms/Form-Letter%20of%20Authorisation.pdf .
7. For enquiry, please contact the Campus Secretariat at 2606 9869, 2606 9828 or 2606 9897.

I. PARTICULARS OF STUDENTS

Name in English _____ Name in Chinese _____
Student No _____ HKID No _____
Tel No (Mobile) _____ (Home) _____

II. DETAILS OF THE COURSE

Course Title _____ Department _____
Course Code _____ Year Attended: from _____ to _____

III. DECLARATION

1. I hereby declare that my original certificate(s) is/are lost. I understand that I can be in possession of only **ONE** copy, including the replacement copy, of the award certificate for each academic qualification awarded by IVE/HKDI/SBI/YC, and I will be required to submit the extra copy(ies) of the certificate to the IVE/HKDI/SBI/YC for destruction of the original copy, previously reported lost, was subsequently found.
2. I understand that transcripts, certificates and related certification in respect to a student/former student will be withheld until he/she settled all outstanding fee (including library and other fines) owed to the VTC. In this regard, I confirm that I have settled all necessary fees and no outstanding bill.

Signature of Applicant

Date

IV. RECORD OF PAYMENT (FOR CS USE)

Application fee received HK\$ _____

Handled by _____ Date _____

(FOR FSO USE)

Payment received HK\$ _____

Receipt No _____

Handled by _____ Date _____

V. ACKNOWLEDGEMENT (to be completed by applicant upon collection of the applied document)

I acknowledge receipt of the applied document(s) as indicated above in this form.

Signature of Applicant

Date

Student ID Card/HKID Card checked

Handled by:

Date:

學生服務費用繳費方法

Payment Instructions of Fees for Services Provided to Students

<p>自動櫃員機 ATM</p>	<p>備有「繳費服務」的「匯豐」或「恆生」銀行自動櫃員機 HSBC / Hang Seng Bank ATM with “Bill Payment”</p> <ol style="list-style-type: none"> 選擇 [繳費服務] Select [Bill Payment] 選擇 [教育-其他] Select [Education-Others] 選擇 [職業訓練局] Select [Vocational Training Council] 選擇 賬單類別 [03] – [學生雜費] Select Bill Type [03] – [Fees for Student Services] 輸入 9 位數字學生編號+ 2 位數字分類代號[^] (共 11 位數字) Enter 9-digit student ID + 2-digit code[^] (11-digit in total) 輸入 [應繳金額] Enter [Total Amount Payable] 請自行保存繳費收據以作紀錄 Please keep the payment receipt for your own record 	<p>備有「繳費易」的「銀通」自動櫃員機 JETCO ATM with “JET Payment”</p> <ol style="list-style-type: none"> 選擇 [繳費] Select [Bill Payment] 輸入商戶編號 [9151] Enter Merchant Code [9151] 輸入賬單類別 [03] Enter Bill Type [03] 輸入 9 位數字學生編號+2 位數字分類代號[^] (共 11 位數字) Enter 9-digit student ID + 2-digit code[^] (11-digit in total) 輸入 [應繳金額] Enter [Total Amount Payable] 請自行保存繳費收據以作紀錄 Please keep the payment receipt for your own record
<p>繳費靈 PPS</p>	<p>經電話繳費 (Payment by Telephone)</p> <ol style="list-style-type: none"> 登記賬單請致電 18013 (粵語) To register the bill dial 18011 (English) 繳交費用請致電 18033 (粵語) To make payment dial 18031 (English) 輸入商戶編號 [9151] Enter Merchant Code [9151] 輸入 9 位數字學生編號+ 2 位數字分類代號[^] (共 11 位數字) Enter 9-digit student ID + 2-digit code[^] (11-digit in total) 選擇賬單類別 [03] – [學生雜費] Select Bill Type [03] – [Fees for Student Services] 輸入 [應繳金額] Enter [Total Amount Payable] 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record 	<p>經繳費靈手機應用程式或網頁繳費 (Payment through PPS mobile app or internet)</p> <ol style="list-style-type: none"> 登入手機應用程式或網站 www.ppskh.com Log in mobile app or visit website www.ppskh.com 選擇 [登記賬單]→ 輸入商戶編號 [9151]→ 輸入 11 位數字賬單號碼，即你的 9 位數字學生編號+ 2 位數字分類代號[^] Select [Add Bill]→ Enter Merchant Code [9151]→ Enter 11-digit bill number, i.e. your 9-digit student ID + 2-digit code[^] (注意：請勿使用先前已登記用作繳交學費或其他學生服務費用之賬單，其賬單號碼並不適用以繳交是次申請費) (Note: Please do NOT use the previous bill which was registered for tuition fees or fees for other student services as the bill number is not applicable to the payment of the current application) 選擇 [繳付賬單]→ 選擇賬單類別 [03 – 學生雜費] Select [Pay Bill]→ select Bill Type [03 – Fees for Student Services] 輸入 [應繳金額] Enter [Total Amount Payable] 請擷取並保存付款頁面之螢幕截圖，以作紀錄 Please take a screenshot of the payment and keep it for your own record
<p>網上銀行繳費服務 (包括銀行手機應用程式) Bill Payment Service via Internet Banking (including mobile banking app)</p>	<ol style="list-style-type: none"> 登入網上銀行帳戶 / 銀行手機應用程式 Log in internet banking account / mobile banking app 選擇 [繳付賬單] / [繳費] Select [Bill Payment] / [JET Payment] 選擇 [職業訓練局] Select [Vocational Training Council] 選擇賬單類別 [03] – [學生雜費] Select Bill Type [03] – [Fees for Student Services] 輸入 11 位數字賬單號碼，即你的 9 位數字學生編號+ 2 位數字分類代號[^] Enter 11-digit bill number, i.e. your 9-digit student ID + 2-digit code[^] 輸入 [應繳金額] Enter [Total Amount Payable] 請擷取並保存付款頁面之螢幕截圖，以作紀錄 Please take a screenshot of the payment and keep it for your own record 	

備註 Note :

- 你必須於同一次繳費交易，全數繳付所需之服務費用。 Student must pay the full amount of the required service fee(s) in one single transaction.
- 毋須交回繳費收據，但請保留繳費證明以供日後參考。 You are NOT required to return the payment receipts, but are advised to keep a record as proof of payment for future reference.

[^] 有關學生服務的 2 位數字分類代號為 39。如有疑問，請聯絡學院秘書處以作查詢。

[^] The 2-digit code of student services is 39. For enquiries, please contact the Campus Secretariat.