

**TECHNOLOGICAL AND HIGHER EDUCATION INSTITUTE
OF HONG KONG**

**Faculty of Science and Technology
Professional Diploma in Building Services Engineering (QF Level 5), ST525105**

Application Form

Notes for Applicants

1. Please read the programme entrance requirements before completing the application form.
2. Please attach copy(ies) of your academic transcript(s)/certificate(s) and proof of employment to the application form. The original academic transcript(s)/certificate(s) and proof of employment must be produced for verification on submission of the application form.
3. Please return the completed application form to the Registry **in person** together with a **crossed cheque** in the amount of **HK\$40,000** and payable to “**Vocational Training Council**” or “**職業訓練局**”. The total tuition fee is HK\$79,200 payable by two installments. The **first installment (HK\$39,600)** and the **caution money (HK\$400)** are to be settled on submission of the application form **on or before 1 June 2018**. The **second installment (HK\$39,600)** shall be paid **on or before 1 August 2019**. A student who officially completes or withdraws from a programme will be eligible for the refund of the caution money paid, if he/she has no outstanding fees and charges due to the Institute. A refund cheque, if applicable, will be mailed to the student at the correspondence address provided on the application form upon completion of the programme or approval of the withdrawal. The tuition fee paid is normally not refundable unless the programme is cancelled.
4. You can submit the application at the Tsing Yi campus or Kowloon Tong Campus. Details are as below.

Registry	THEi Tsing Yi Campus	THEi Chai Wan Campus
Address:	Room 227, THEi Building, 20A Tsing Yi Road, Tsing Yi Island, N.T.	14/F (South Block), 133 Shing Tai Road, Chai Wan, Hong Kong
Office Hours:	Monday to Friday 9:00 a.m. – 7:30 p.m. Saturday 9:00 a.m. – 12:00 noon	Monday to Friday 8:30 a.m. to 5:30 p.m. Saturday 9:00 a.m. to 12:00 noon
	Sunday & Public Holidays: Closed	
Telephone:	2176-1456	3890-8000 / 3890-8062
Enquiry:	Telephone	3890-8000
	Fax	3890-8339
	Email	thei@vtc.edu.hk

5. Incomplete application forms or forms received without payment will be regarded as unsuccessful applications.
6. Successful applicants will be informed of the timetable one week before the commencement of classes.

Section 1 – Particulars of Applicant	
Full Name (English):	Mr/Ms/Miss
Full Name (Chinese):	先生/女士/小姐
HKID / Passport No.:	
Date of Birth (DD/MM/YYYY):	
Mobile Phone No.:	
Home Telephone No.:	
Email Address:	
Correspondence Address:	

Section 2 – Academic and Professional Qualifications (highest qualification first) (Please attach copy(ies) of transcript(s)/certificate(s).)			
From / To (MM/YYYY)	School/Institution/ Examination Attended	Qualification Obtained	Date of Award (MM/YY)

Section 3 – Working Experience (most recent first) (Please add paper if required.)			
From / To (MM/YYYY)	Name of Company	Position	Full time / Part time

Section 4 – Tuition Fee and Caution Money		
The total tuition fee is HK\$79,200 by two installments.		
Installment	Amount	Payment Due Date
First Installment	HK\$40,000 (including caution money of HK\$400)	1 June 2018
Second Installment	HK\$39,600	1 August 2019

Section 5 – Source(s) of knowing this programme (You may select “✓” more than one.)		
<input type="checkbox"/> VTC Website	<input type="checkbox"/> THEi Website	<input type="checkbox"/> Email
<input type="checkbox"/> Leaflet	<input type="checkbox"/> Yahoo / Google	<input type="checkbox"/> Friends
<input type="checkbox"/> Others. Please specify: _____		

Section 6 – Student’s Declaration and Signature	
1. I confirm that all the information given in this application form and the attached documents, if any, are correct and complete. 2. I agree to abide by rules and regulations of THEi if I am admitted to the programme.	
VTC and its member institutions intend to use your personal data provided, including your name, mobile phone number, email address, correspondence address and education level, to provide direct marketing information in relation to any programmes, admission and events of VTC and its member institutions, but we cannot so use your personal data without your consent. If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, mobile number, email address, correspondence address and education level to thei-reg@vtc.edu.hk or by fax to 2176-1520.	
Do you agree that VTC and its member institutions may use your personal data for the above purposes? <input type="checkbox"/> Agree <input type="checkbox"/> Do not agree	
Signature:	Date:

Section 7 – For Office Use	
Application Received on:	
Hong Kong Identity Card Verified:	Yes / No
Academic Transcripts and Employment Proof Verified and Copies Collected:	Yes / No
Tuition Fee for the Programme (HK\$39,600) and Caution Money (HK\$400):	
Amount for 1 st Installment: Cheque	HK\$40,000
No.:	
Name of Bank:	
Cheque Collected by:	
	Signature: Name: Date:
Amount for 2 nd Installment:	HK\$39,600
Cheque No.:	
Name of Bank:	
Cheque Collected by:	
	Signature: Name: Date:
Application Successful:	Yes / No (by)
Student Record Created on:	(by)
Email Notification to Student and the Faculty on:	(by)
Cheque Returned to Applicant on: (for unsuccessful case)	(by)