THEi / IVE / HKDI / HTI / CCI / ICI / MSTI / YC / SBI
<u>Application for Transfer between Offers 轉讀申請表</u>
(*applicable to new students and during admission period*)
（只適用於收生期間入學的新生）

<u>NOTES TO APPLICANTS</u>

1. Applicable to programmes offered by THEi (not applicable for SSSDP programmes) / IVE / HKDI / HTI / CCI / ICI / MSTI / YC / SBI.

2. Only those who have completed the required registration procedures (including submission of e-registration form via "New Student Registration System" and paid the required registration / tuition fee) for the original programme /stream are eligible to apply.

3. Transfer to another offering campus for studying the same programme / stream is also regarded as one transfer application.

4. Download the application form of Transfer between Offers from the Admissions Homepage.

5. Complete the application form of Transfer between Offers.

6. A non-refundable application fee of HK$200 will be charged for each application of transfer irrespective of the application outcome.   Please refer to the last page for the payment method.

7. Please email the following document to the institute / campus / centre you wish to transfer to:
   ➢ copy of completed Transfer between Offers application form; and
   ➢ copy of the receipt of payment for application of transfer; and
   ➢ copy of the receipt of payment / record of the registration / tuition fee paid

8. Upon submission of application for transfer between offer to the institute / campus / centre, the applicant will be notified the result of application within 3 working days.

9. Application deadline for transfer between offers is two weeks after class commencement.

10. Applicants who have applied for financial assistance schemes under Student Finance Office (SFO) should notify SFO of the change of programme / campus on your own, when the application for transfer is approved.

<u>申請人須知</u>

1. 只適用於香港高等教育科技學院(SSSDP指定專業／界別課程資助計劃課程除外)／香港專業教育學院／香港知專設計學院／酒店及旅遊學院／中華廚藝學院／國際廚藝學院／海事訓練學院／青年學院／工商資訊學院開辦的課程。

2. 申請人必須已完成較早前獲取錄課程／分流之註冊程序（包括：透過電子「新生註冊系統」填交新生註冊表 及 繳交所需之留位費／學費）。

3. 申請人如希望轉讀另一分校開辦之相同課程／分流，亦屬轉讀申請。

4. 於入學網頁下載轉讀申請表。

5. 填妥轉讀申請表。

6. 轉讀申請費為每次港幣200元；不論申請成功與否，概不發還。繳費方法請參閱最後頁。

7. 請將以下文件副本電郵至欲轉往之院校／分校／中心：
   ➢ 填妥的轉讀申請表；及
   ➢ 轉讀申請繳費收據；及
   ➢ 較早前獲取錄課程的繳費收據／繳費記錄

8. 申請人向院校／分校／中心遞交轉讀申請後，一般於三個工作天內收到申請結果。

9. 轉讀申請之截止申請日期為開學後兩星期。

10. 已申請學生資助處(學資處)資助計劃的申請人，於轉讀申請獲批後，須自行通知學資處已轉讀的課程／分校。

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Please read carefully the notes overleaf before completing this form 填表前請先細閱申請人須知

A. **Personal Particulars of Applicant　申請人資料：**

Name in English
英文姓名　　　：_____

Name in Chinese
中文姓名　　　：_____

Student No.
學生編號：_____

Identification Document No.
身份證明文件號碼：_____

Contact Tel. No.
聯絡電話號碼：_____

Address 地址 : _____

B. **Details of Transfer Application　轉讀申請詳情：**

| **FROM 由** | Institute / Campus / Centre　院校／分校／中心：_____ |

Programme Title 課程名稱　：_____(　　　　　)
課程編號 Programme Code

Year/Level 年級／級別：_____

| **TO 轉往** | Institute / Campus / Centre　院校／分校／中心：_____ |

Programme Title 課程名稱　：_____(　　　　　)
課程編號 Programme Code

Year/Level 年級／級別：_____

Reason 原因：_____

I understand that the above transfer request is <u>irrevocable</u> and the application fee paid is <u>non-refundable</u> irrespective of the application outcome.
本人明白上述轉讀申請 <u>不能撤回</u> 。不論申請成功與否，所繳付的申請費亦 <u>不予發還</u> 。

Signature
簽名　　　：_____

Date
日期：_____

For Office Use

1. **By Registry / CS / GO of Receiving Institute / Campus / Centre (RC)**

   Staff : _____ **Date :** _____

   ☐ Applicant has accepted the offer, completed NSRS (transfer within same admission exercise), and paid HK$_____ for the 1st offered programme *(original receipt kept by RC, copy for student's retention)*
   ☐ Applicant has received a valid offer of the programme he/she will transfer to
   ☐ Transfer application fee (HK$200) received
   ☐ Inform Original Campus (OC) to 'transfer out' the student in SRS-MAP

2. **By Registry / CS / GO of Original Institute / Campus / Centre (OC)**

   Staff : _____ **Date :** _____

   ☐ Void payment advice of the original programme if already calculated tuition fee and posted to ledger in SRS-MAP
   ☐ 'Transfer Out' the student in SRS-MAP *(perform 'De-registration' for transfer with different Applicant / Student No.')*
   ☐ If necessary, inform OMS officer to de-allocate modules of original programme
   ☐ Non-local student type updated in SRS-MAP　　☐ 'Other' student type updated in SRS-MAP

3. **By Registry / CS / GO of Receiving Institute / Campus / Centre (RC)**

   ☐ 'Transfer In' the student in SRS-MAP
   ☐ Student informed of the result
   ☐ Tuition Fee settled (collect shortfall of tuition fee HK$_____)
   ☐ Department and OMS officer informed

繳費方法

方法一：以自動櫃員機繳交

恒生銀行或滙豐銀行自動櫃員機	貼有「繳費易」的「銀通」櫃員機
請選擇 [繳費服務] → [教育-其他] → [職業訓練局]	請選擇 [繳費服務] → [商戶編號輸入] → 輸入商戶編號 [9151]
→ 輸入 **[03]** 以識別繳費類別 → 輸入賬單編號：賬單編號的 11 位數字由學生編號（9 位數字）和編號「16」（2 位數字）組成 → 輸入轉讀申請費 HK$200 → 保存繳費收據	

方法二：以繳費靈繳交

如選擇經電話以繳費靈繳交，請先致電 18013 登記賬單及致電 18033 繳費，你亦可透過其手機應用程式或經網頁 www.ppshk.com 繳費。

請選擇 [登記賬單] → 輸入商戶編號 **[9151]** → 輸入賬單編號：賬單編號的 11 位數字由學生編號（9 位數字）和編號「16」（2 位數字）組成 →成功登記賬單後，選擇 [繳付賬單] → 選擇已登記之賬單 → 選擇賬單類別 **[03]** – **[學生雜費]** → 輸入轉讀申請費 HK$200 → 保存付款編號或擷取成功繳款頁面之螢幕截圖

方法三：以網上銀行繳費服務繳交 **(包括銀行手機應用程式)**

你可選用銀行之網上理財服務，以銀行戶口或信用卡（以該銀行所提供之服務為準）透過「繳費服務」繳交。

登入你選用銀行的網上理財服務 / 銀行手機應用程式 → 選擇「繳費服務」→ 選擇「職業訓練局」→ 輸入**[03]** 以識別繳費類別 →輸入賬單編號：賬單編號的 11 位數字由學生編號（9 位數字）和編號「16」（2 位數字）組成 → 輸入轉讀申請費 HK$200 → 擷取成功繳款頁面之螢幕截圖

Payment Methods

Method 1: ATM

ATM of the Hang Seng Bank or HSBC	JETCO ATM with the "JET Payment Service" Logo
Select [Bill Payment Service] → [Education - Others] → [Vocational Training Council]	Select [JET Payment] → [Merchant Code Entry] → Key in Merchant Code [9151]
→ Key in **[03]** to specify the payment type → Enter the bill account number [Billing account number consists 11 digits: your student number (9 digits) and the payment code "16" (2 digits)] → Enter the Transfer between Offers Application Fee HK$200 → Keep the payment receipt	

Method 2: PPS

If you wish to make payment by telephone via PPS, please dial 18011 to register the bill and dial 18031 to make payment. You may also settle the payment with PPS through its mobile app or website www.ppshk.com.

Select [Add Bill] → Enter Merchant Code **[9151]** → Enter the bill account number [Billing account number consists 11 digits: your student number (9 digits) and the payment code "16" (2 digits)] → Select [Pay Bill] → select the registered bill → select Bill Type **[03 – Fees for Student Services]** → Enter the Transfer between Offers Application Fee HK$200 → Please keep the payment reference number or take a screenshot of the payment.

Method 3: Bill Payment Service via Internet Banking (including mobile banking app)

You may settle the payment by your bank account or credit card (subject to the services provided by the banks) using the 'Bill Payment Service' of internet banking services.

Login to the e-banking service online / mobile banking app → Select [Bill Payment Service] → [Vocational Training Council] → Key in **[03]** to specify the payment type → Enter the bill account number [Billing account number consists 11 digits: your student number (9 digits) and the code "16" (2 digits)] → Enter the Transfer between Offers Application Fee HK$200 → Take a screenshot of the payment