

TECHNOLOGICAL AND HIGHER EDUCATION INSTITUTE
OF HONG KONG

Faculty of Design and Environment

Professional Certificate in Turfgrass Science and Management (QF Level 4)
(Programme Code: DS524103)

QR Registration No.: 18/000097/L4 (Validity Period: 1 September 2018 – 31 August 2024)

Application Form (AY 2023/24)

Notes for Applicants

1. Please read the programme entrance requirements before completing the application form.
 - Graduates of a QF Level-3 programme that is deemed acceptable to the Faculty Dean concerned; OR
 - Relevant Recognition of Prior Learning (RPL) qualification(s) at QF Level 3; OR
 - Other relevant verifiable prior learning and/or working experience that is/are deemed appropriate by the Faculty Board concerned.

Mature applicants at the age of 21 or above with at least one year of relevant experience may apply for admission as well. For applicants considered on a case-by-case basis and for mature applicants, a pass in the admission interview is required.

Applicants with award(s) in relevant stream(s) will be considered case-by-case. Individual module exemption may be granted subject to THEi's Academic Policies and Regulations.

2. Please submit your application with the following supporting(s) attached.
 - a) Copy of your Hong Kong ID Card
 - b) Copy(ies) of academic transcript(s)/certificate(s)
 - c) Copy(ies) of proof of employment

A passport photo should be stuck on the application form for the production of Student Identity Card. Printed versions are not accepted. Late submission of passport photo may lead to late collection of Student Identity Card.

3. Completed application form should be submitted by one of the following methods.

THEi Chai Wan Campus		
Mail*	14/F, South Block, THEi 133 Shing Tai Road, Chai Wan, H.K. (Attn: Academic Service Team 2. Please state ‘Application for PCTSM’ on the envelope) <i>Submission of application by mail will be at the applicant’s own risk in case of lost mail.</i>	
Email*	thei-reg@thei.edu.hk	
In-Person:	Address	14/F, South Block, THEi, 133 Shing Tai Road, Chai Wan, Hong Kong (Please bring along the true copies of relevant documents for verification)
	Office Hours:	
	Monday – Friday	9:00 a.m. – 12:30 p.m. 2:00 p.m. – 5:30 p.m.
	Saturday	9:00 a.m. – 12:00 noon (From 24 June to 23 Sept 2023 only)
	Sunday & Public Holidays	Closed

* Applicants who submit the application by mail or email are required to bring the true copies of supporting documents for verification at the Registry at a later time.

4. Applicant will be required to settle the total amount of tuition fee and caution money of **HK\$36,400** (Tuition fee of HK\$36,000 plus Caution Money of HK\$400) **upon acceptance of offer.** 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 not refundable nor transferable, except for the cases of course cancellation.**
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):	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Full Name (Chinese):	<input type="checkbox"/> 先生 <input type="checkbox"/> 女士 <input type="checkbox"/> 小姐
HKID / Passport No.:	<i>Please stick your recent passport photo here (Printed version is not accepted)</i>
Date of Birth (DD/MM/YYYY):	
Mobile Phone No.:	
Home Telephone No.:	
Email Address:	
Correspondence Address:	
Class Schedule:	Weekdays evening, Saturday morning

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 – 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 5 – Applicant’s Declaration and Signature	
<p>1. I declare that the information given in this application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by Vocational Training Council (VTC) and its member institutions.</p> <p>2. I understand that, upon my registration in a programme in VTC/THEi, the data contained in this application will become part of my student record and may be used for all purposes relating to my study in VTC/THEi.</p> <p>3. I understand that the VTC/THEi may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of this admission exercise. Nevertheless, if I have indicated in Section 7 of this application form that I wish to receive information about VTC/THEi, my application data will be retained.</p> <p>4. I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of my application without notice and cancellation of any resultant registration, and any fees paid will NOT be refunded.</p> <p>5. I agree to abide by rules and regulations of THEi if I am admitted to the programme as a student.</p> <p>6. I understand that all fees paid are non-refundable and non-transferrable.</p>	
Applicant’s Signature:	Date:

Section 6 – Use of Personal Data for Direct Marketing

VTC and its member institutions intend to use your personal data provided, including your name, phone number, mobile 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. For the Privacy Policy Statement of VTC, please visit <http://www.vtc.edu.hk/html/en/privacy.html>.

I agree that my personal data provided, including my name, phone number, mobile number, email address, correspondence address and education level, may be used by the VTC and its member institutions for providing direct marketing information in relation to any programmes, admission and event of VTC and its member institutions.

If you do not agree with the above arrangement, please tick the box.

If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, phone number, mobile number, email address, correspondence address and education level to thei-reg@thei.edu.hk or by fax to 3890 8123 (Chai Wan Campus) or 2176 1520 (Tsing Yi Campus).

Section 7 – For Office Use

Application Received on:	
Hong Kong Identity Card Verified:	<input type="checkbox"/> Yes <input type="checkbox"/> No (by)
Academic Transcripts and Employment Proof Verified and Copies Collected:	<input type="checkbox"/> Yes <input type="checkbox"/> No (by)
Application Successful:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No (by)
Student Record Created on:	(by)
Email Notification to Student and Faculty on:	(by)