

TECHNOLOGICAL AND HIGHER EDUCATION INSTITUTE OF HONG KONG

Faculty of Science and Technology Professional Diploma in Plumbing Engineering for Building Services

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\$19,000 and payable to "Vocational Training Council" or "職業訓練局". The total tuition fee is HK\$51,150 payable by two installments. The first installment (HK\$18,600) and the caution money (HK\$400) are to be settled on submission of the application form on or before 30/6/2015. The second installment (HK\$32,550) shall be paid on or before 15/1/2016. 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. The address, office hours and enquiry numbers of the Registry are given below:

The address, office hours and enquiry humbers of the Registry are given below.						
Address:	Registry, THEi					
	Room 227, THEi Building, 20A Tsing Yi Road, Tsing Yi Island, N.T.					
Office Hours:	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				
Application	Telephone	2176-1456				
Enquiry:	Fax	2176-1520				
	Email	thei-reg@vtc.edu.hk				
Programme	Telephone	2176-1415 / 2176-1402				
Enquiry:	Email	thei-fst@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:				

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(MM/YYYY)	Examin	ation Attended				(MM/YY)
Section 3 – Wo	rking Exp	erience (most rece	ent first)			
(Please add pape	er if requir	red.)				
From / To	Name o	f Company		Position		Full time /
(MM/YYYY)						Part time
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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 and Caution Mo	ney:				
Amount for 1 st Installment:	HK\$19,000				
Cheque No.:					
Name of Bank:					
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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)		