

For Office Use Only

Application No.
Accept / Reject (delete as appropriate)
Application Fee Paid By
Handled By

Application Form 2022/23

Please complete the form in **ENGLISH** and print in **BLOCK LETTERS** with black ball pen.

SECTION 1 – PROGRAMME APPLIED FOR

Please indicate the programme you are applying for by ticking “✓” the appropriate box. **(Please “✓” ONE only)**

Top-up Degree Programmes

Offering Site

- | | |
|--|----------------|
| <input type="checkbox"/> BA (Honours) Business and Human Resource Management, Full-time (Registration No.: 252133) | IVE (Tsing Yi) |
| <input type="checkbox"/> BA (Honours) Business Management, Full-time (Registration No.: 252135) | IVE (Tsing Yi) |
| <input type="checkbox"/> BA (Honours) Jewellery, Materials and Design, Full-time (Registration No.: 252251) | DILWL |
| <input type="checkbox"/> BSc (Honours) Events and Leisure Management, Full-time (Registration No.: 251420) | IVE (Chai Wan) |
| <input type="checkbox"/> BSc (Honours) International Hospitality Business Management, Full-time (Registration No.: 251510) | IVE (Chai Wan) |
| <input type="checkbox"/> BSc (Honours) International Tourism Management, Full-time (Registration No.: 251421) | IVE (Chai Wan) |
| <input type="checkbox"/> BSc (Honours) Sport Business Management, Full-time (Registration No.: 251511) | IVE (Chai Wan) |
| <input type="checkbox"/> BSc (Honours) Sport Coaching, Full-time (Registration No.: 252564) | IVE (Chai Wan) |

SECTION 2 – PERSONAL DETAILS

Title (Mr / Ms / Mrs / Miss)* *delete if inappropriate*

IVE / SBI / HKDI Student No. (if any)

Gender Male Female

Name in English (As shown on your HK Identity Card / Passport)

Surname _____

First / Other Names _____

Name in Chinese _____

Day (DD) / Month (MM) / Year (YY)

Chinese Character Codes _____

Date of Birth _____

Type of Identification Document HKID Card No. _____ () / Passport No. _____

Correspondence Address (in English)

Contact Detail

Mobile Phone No. _____ Residential Tel. No. _____

Email Address _____

Do you require a student visa / entry permit to study in Hong Kong? YES NO

SECTION 3 – APPLICANT WITH SPECIAL NEEDS

We offer equal opportunities to all applicants with or without disabilities. If you have a disability, please enter the type of disability in the box. Otherwise, leave it blank. Your indication of this information is voluntary but essential for us to provide appropriate services (e.g. special examination arrangements) for you. Such information will not affect your chances of admission.

Code

- | | |
|---|--|
| 1 Blind (visually handicapped) | 6 Using crutch / callipers |
| 2 Profound hearing loss | 7 Polio / Rheumatoid Arthritis / Spine problem |
| 3 Severe / moderate / mild hearing loss | 8 Other kinds of impaired movement |
| 4 Low vision (this does not include those people who are able to read with the help of normal spectacles or contact lenses) | 9 Others (please specify) _____ |
| 5 Wheelchair user | _____ |

SECTION 4 – EDUCATION

(Qualifications and examinations including professional training. Please attach certified copies of relevant academic documents.)

Place of study	Award and course title	Main subjects studied	Results (including grade)	Date of award or expected award	Mode of Study

SECTION 5 – ENGLISH PROFICIENCY

Is English your first language? Yes (if yes, go onto section 6) No

English language qualifications (please attach copies of all certificates)

Awarding organisation _____

Award and course title _____

Results (including grade) _____

Date of award or expected award Month _____ Year _____

SECTION 6 – SUPPLEMENTARY INFORMATION

(For application of BA (Honours) Jewellery, Materials and Design, please submit an e-portfolio to kelvinlitf@vtc.edu.hk with your full name as file name.)

You may enter information which you feel is relevant to your application.

SECTION 7 – CRIMINAL CONVICTIONS

Do you have any criminal convictions?

Yes

No

SECTION 8 – ENQUIRIES

All enquiries should be directed to the SHAPE office as follows:

Offering Campus: IVE (Chai Wan)

SHAPE (Chai Wan) Office, Room 012, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong
Tel: 2595-8357 Fax: 2976-5702

Offering Campus: IVE (Tsing Yi)

SHAPE (Tsing Yi) Office, Room C217, 20 Tsing Yi Road, Tsing Yi Island, New Territories, Hong Kong
Tel: 2436-8600 / 2436-8379 Fax: 2434-5652

Offering Campus: DILWL

SHAPE (DILWL) - HKDI Office, Room LW004, G/F, IVE (Lee Wai Lee) Building, 3 King Ling Road, Tseung Kwan O, New Territories, Hong Kong
Tel: 3928-2485

SECTION 9 – APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

1. Application form with full sets of photocopies of certified credentials including transcripts and certificates of awards should be submitted by mail or in person to the **SHAPE OFFICE OF YOUR PROGRAMME CHOICE**. Please check Section 1 and Section 8 for the address. You may also return the application form to a drop box located at IVE and HKDI campuses.
2. We will acknowledge receipt of your application by email. Please make sure your email address provided on page 1 of this application form is correct.

SECTION 10 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

1. Total programme fee for **BA (Honours) Business and Human Resource Management, BA (Honours) Business Management, BSc (Honours) Events and Leisure Management, BSc (Honours) International Hospitality Business Management, BSc (Honours) International Tourism Management, BSc (Honours) Sport Business Management** and **BSc (Honours) Sport Coaching** is **HK\$75,800**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$72,300**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
2. Total programme fee for **BA (Honours) Jewellery, Materials and Design** is **HK\$82,200**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$78,700**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
3. If you accept the offer, you should pay the registration fee and the 1st instalment of the tuition fee in full before the deadline stated in the offer letter to complete the registration procedures.
4. All fees paid will be refunded if the programme is withdrawn or not offered.
5. On premature cessation of the programme, all fees and charges that have been collected in respect of any part of the programme failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.

SECTION 11 – APPLICATION FEE PAYMENT

Apply before application deadline to enjoy application fee waiver. For terms and conditions, please refer to the programme booklet or visit www.shape.edu.hk.

The application fee is **HK\$200** and is **NON-REFUNDABLE**.

Please indicate your payment method with a “✓” and **glue the original payment receipt in the box provided**.



If the application fee is paid by **ATM (Automatic Teller Machine) Transfer Services**, please follow the instructions below in making payment:

HSBC & Hang Seng Bank ATM

- ✓ Select “Bill Payment Service”
- ✓ Select “Education – Others”
- ✓ Select “Vocational Training Council”
- ✓ Enter Type: “01”
- ✓ Enter Payment Number: please see payment number below
- ✓ Enter Amount: **HK\$200**

JETCO ATM

- ✓ Select “JET Payment”
- ✓ Enter Merchant Code: “9151”
- ✓ Enter Type: “01”
- ✓ Enter Payment Number: please see payment number below
- ✓ Enter Amount: **HK\$200**

Payment Number for ATM Transfer Services:

Campus of Your Programme Choice: **IVE (Chai Wan)**

2700001

Campus of Your Programme Choice: **IVE (Tsing Yi)**

2700007

Campus of Your Programme Choice: **DILWL**

2700011



If the application fee is paid at **7-Eleven**, the QR code for payment at 7-Eleven is shown below.

Campus of Your Programme Choice:

IVE (Chai Wan)



3050107700001900048

IVE (Tsing Yi)



3505107720001700050

DILWL



3050107700004400054

Please glue the original receipt here.

Application form without attaching the original payment receipt WILL NOT be processed.

Please DO NOT send in any cheque or cash. We WILL NOT deposit the application fee on your behalf.

SECTION 12 – SOURCE OF KNOWING SHAPE PROGRAMMES

From which of the following sources have you heard about SHAPE programmes?

Please indicate your source(s) with a “✓” in the appropriate boxes (You may select more than one.):

- | | | |
|--|---|---|
| <input type="checkbox"/> SHAPE Website | <input type="checkbox"/> Information Panels | <input type="checkbox"/> Newspaper / Magazine |
| <input type="checkbox"/> SHAPE Prospectus / Leaflets | <input type="checkbox"/> Information Sessions | (Title: _____) |
| <input type="checkbox"/> Consultation Day | <input type="checkbox"/> Social Media | <input type="checkbox"/> Website / Mobile App Advertisement |
| <input type="checkbox"/> Classmates / Friends | <input type="checkbox"/> Yahoo / Google | <input type="checkbox"/> Others |
| <input type="checkbox"/> VTC Lecturers (Class Visits / Webinars) | Keyword Search | (Please specify: _____) |

Do you wish to receive information in relation to any programmes, admission and events of the School for Higher and Professional Education, member institutions of the Vocational Training Council and the Sheffield Hallam University?

- YES NO



SECTION 13 – DECLARATION *(Application form without signature will not be processed)*

1. I declare that the information given in the 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 the School for Higher and Professional Education and the Sheffield Hallam University.
2. I authorise the School for Higher and Professional Education and the Sheffield Hallam University to obtain, and the Vocational Training Council (VTC) to release, information about my student record in the member institutions of the VTC for the purpose of processing this application.
3. I authorise the School for Higher and Professional Education and the Sheffield Hallam University to use my data to carry out checks on multiple applications and checks on records of current and previous studies in the member institutions of the VTC.
4. I authorise the School for Higher and Professional Education and the Sheffield Hallam University to obtain, and the relevant institutions to release, further academic information or official student records if necessary, and / or where my work experience is relevant, to verify my employment records, for the purpose of making an informed decision about my application.
5. I understand that, upon my registration in a programme in the School for Higher and Professional Education and the Sheffield Hallam University, the data contained in the application form will become part of my student record and may be used for all purposes relating to admission, registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing, including direct marketing. The School for Higher and Professional Education may disclose and / or transfer my student data to VTC, including its member institutions and institutes, and any other third parties such as government departments, organisations, institutions, agencies, service providers in relation to the above purposes.
6. I understand that the School for Higher and Professional Education and the Sheffield Hallam University may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the 2022/23 admissions exercise. Nevertheless, if I have indicated in **Section 12** that I wish to receive information from the School for Higher and Professional Education and the Sheffield Hallam University, my application data will be retained.
7. I understand that in accordance with the Personal Data (Privacy) Ordinance, I have the right to request access to, and the correction of my personal data. I should submit written request to the School for Higher and Professional Education at Room S604, 6/F, Lee Wai Lee Building, 30 Shing Tai Road, Chai Wan, Hong Kong if I wish to access or make corrections to my data.
8. I fully understand the Intellectual Property Policy (the Policy) indicated at www.shape.edu.hk (Admission → Points to Note) which is applicable to students of all VTC member institutions. I understand and agree that adherence to the Policy is a condition of continued enrolment and graduation.
9. I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of application without notice and cancellation of any resulting registration. Any fees paid will NOT be refunded.

Applicant's Signature:

Date:

CHECKLIST FOR APPLICANT

Before submitting your application, please check if you have:

- Completed the form in full.
- Signed and dated the form.
- Enclosed copies of relevant academic documents and transcripts.
- Submit an e-portfolio (For application to BA (Honours) Jewellery, Materials and Design, please refer to Section 6 for details).
- Enclosed the original receipt of application fee payment.
- A waiver of application fee may be granted to eligible applicants. For details, please visit www.shape.edu.hk.