

For Office Use Only

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

Application Form 2020/21

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"/> Bachelor of Applied Science (Aviation), Full-time (Registration No.: 212652)	IVE (Tsing Yi)
<input type="checkbox"/> Bachelor of Applied Science (Construction Management) (Honours), Full-time (Registration No.: 212256)	IVE(Morrison Hill)
<input type="checkbox"/> Bachelor of Applied Science (Construction Management) (Honours), Part-time (Registration No.: 212256)	IVE(Morrison Hill)
<input type="checkbox"/> Bachelor of Engineering (Civil and Infrastructure) (Honours), Full-time (Registration No.: 211755)	IVE (Tsing Yi)
<input type="checkbox"/> Bachelor of Engineering (Civil and Infrastructure) (Honours), Part-time (Registration No.: 211755)	IVE (Tsing Yi)
<input type="checkbox"/> Bachelor of Engineering (Electrical Engineering) (Honours), Full-time (Registration No.: 211110)	IVE (Tsing Yi)
<input type="checkbox"/> Bachelor of Engineering (Electrical Engineering) (Honours), Part-time (Registration No.: 211110)	IVE (Tsing Yi)
<input type="checkbox"/> Bachelor of Engineering (Mechanical Engineering) (Honours), Full-time (Registration No.: 212248)	IVE (Tsing Yi)
<input type="checkbox"/> Bachelor of Engineering (Mechanical Engineering) (Honours), Part-time (Registration No.: 212248)	IVE (Tsing Yi)

SECTION 2 – PERSONAL DETAILS

Title (Mr / Ms / Mrs / Miss)* <i>delete if inappropriate</i>	IVE / SBI / HKDI Student No. (if any)
Gender <input type="checkbox"/> Male <input type="checkbox"/> 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 <input type="checkbox"/> HKID Card No. _____() / <input type="checkbox"/> Passport No. _____	
Correspondence Address (in English) _____ _____	
Contact Detail	
Mobile Phone No. _____	Residential Tel. No. _____
Email Address _____	Fax No. _____
Do you require a student visa / entry permit to study in Hong Kong? <input type="checkbox"/> YES <input type="checkbox"/> NO	

SECTION 3 – FUTHER DETAILS

Have you previously enrolled in a programme (course) at RMIT University? Yes / No (delete as appropriate)

Have you previously enrolled in a non-credit study at RMIT University?
(e.g. short course, single subject) Yes / No (delete as appropriate)

If you answered YES to either question please complete:

Year of last enrolment at RMIT: _____ RMIT Student ID No.: _____ (if applicable)

Programme (Course) of Study: _____

SECTION 4 – APPLICANT WITH SPECIAL NEEDS

We offer equal opportunities to all applicants with or without disabilities. If you have a disability that requires special assistance, please provide a brief description of your disability below. The information will help us to better understand your requirements of special facilities and make effort to accommodate your needs.

SECTION 5 – EMPLOYMENT HISTORY AND RELEVANT EXPERIENCE

Complete the following employment history, attaching extra sheets if you need more space. Write NIL if no employment history. Please submit certification of employment and a detailed CV with the application form.

Date (month / year)		Job Title	Employer	Full-time / Part-time
From	To			

SECTION 6 – EDUCATION HISTORY (List below any studies you have completed or attempted after primary education.)

Years Attended (month / year)		School / Institution	Course (e.g.: HKDSE, Secondary Form 5, Secondary Form 7, DSE, Certificate, Diploma, Higher Diploma, Associate Degree, Degree, etc.)	Mode of Study (Full-time / Part-time)	Course completed? (Yes / No) If No, state % of course completed	Documents attached? (Yes / No) If No, state date available
From	To					

You **MUST** provide documentation concerning previous studies in order for the selection officer to determine your eligibility for the programme. Send copies of documents only; do **NOT** send originals.

Applicants who have obtained an award in Hong Kong must submit:

- evidence of completion of the relevant award, i.e. award certificate or letter of completion; and
- transcripts of results.

Applicants who have obtained an award outside Hong Kong must submit the above documents with translations, if in a language other than English.

If undertaking study during 2020, you must submit your 2020 Transcript of Results as soon as they are available by forwarding to the programme Offering Campus (see Section 10).

SECTION 7 – ENGLISH PROFICIENCY

Please tick "✓" the appropriate box to indicate the English proficiency level you have attained:

- | | | |
|--------------------------|---|-------------|
| <input type="checkbox"/> | VTC Higher Diploma conducted and assessed in the English medium completed within the last five years | Year: _____ |
| <input type="checkbox"/> | In Year 2006 or before, grade C or above in HKCEE English Language (Syllabus B) | Year: _____ |
| <input type="checkbox"/> | In Year 2007 or after, level 4 or above in HKCEE English Language | Year: _____ |
| <input type="checkbox"/> | Pass or above in GCE O Level English Language | Year: _____ |
| <input type="checkbox"/> | Completion of at least 2 years of secondary or tertiary education within the last two years for which the language of instruction was English | Year: _____ |
| <input type="checkbox"/> | Level 4 or above in HKDSE English Language | Year: _____ |
| <input type="checkbox"/> | Overall score of 6.5 or above with no band below 6.0 in any Academic Module of IELTS | Year: _____ |
| <input type="checkbox"/> | TOEFL score of 580+ (TWE 4.5+) | Year: _____ |
| <input type="checkbox"/> | RMIT English Worldwide (REW) Advanced Plus | Year: _____ |

Copy of relevant award certificate / result statement / test report must be submitted with this application form.

SECTION 8 – REASONS FOR APPLYING

Please state your reasons for applying for the programme. You may attach extra sheets if you need more space.

SECTION 9 – OTHER RELEVANT INFORMATION

Please supply any other supporting information and documentation that you wish the selection officer to take into account. You may attach extra sheets if you need more space.

SECTION 10 – ENQUIRIES

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

Offering Campus: IVE (Morrison Hill)

SHAPE (Morrison Hill) Office, Room 361, 6 Oi Kwan Road, Wan Chai, Hong Kong

Tel: 2835-7472 Fax: 2835-7471

Offering Campus: IVE (Tsing Yi)

SHAPE (Tsing Yi) Office, Room C217, 20 Tsing Yi Road, Tsing Yi Island, New Territories, Hong Kong

Tel: 2436-8375 / 2436-8379 / 2436-8554 Fax: 2434-5652

SECTION 11 – 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 10 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 12 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

1. Total programme fee for all programmes except Bachelor of Applied Science (Aviation) and Bachelor of Applied Science (Construction Management) (Honours) is **HK\$212,200**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$208,700**. The tuition fee is payable by 6 instalments for full-time programme, and 8 instalments for part-time programme. Each instalment will be collected within 1 month before the commencement of the trimester.

2. The programme fee for **Bachelor of Applied Science (Aviation)** consists of a registration fee of **HK\$3,500** and a minimum tuition fee of **HK\$70,400** (for 8 courses). Actual tuition fees will depend on the number of courses to be taken, which will vary depending on the amount of credit received. The tuition fee is payable by 3 instalments for full-time programme. Each instalment will be collected within 1 month before the commencement of the trimester.

3. Total programme fee for **Bachelor of Applied Science (Construction Management) (Honours)** is **HK\$179,700**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$176,200**. The tuition fee is payable by 6 installments for full-time programme, and 8 installments for part-time programme. Each instalment will be collected within 1 month before the commencement of the trimester.

4. 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.

5. All fees paid will be refunded if the programme is withdrawn or not offered.

6. 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.

7. The programme fee is subject to change.

SECTION 13 – 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 (Morrison Hill)**

0700008

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

0700007

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

Campus of Your Programme Choice:

IVE (Morrison Hill)



3050107720002900041

IVE (Tsing Yi)



3050107720001700050

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 14 – 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"/> VTC Lecturers | <input type="checkbox"/> Yahoo / Google Keyword Search |
| <input type="checkbox"/> SHAPE Prospectus / Leaflets | <input type="checkbox"/> Information Panels | <input type="checkbox"/> Newspaper / Magazine (Title: _____) |
| <input type="checkbox"/> Consultation Day | <input type="checkbox"/> Education Fair | <input type="checkbox"/> Website / Mobile app advertisement |
| <input type="checkbox"/> Classmates / Friends | <input type="checkbox"/> Others (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 RMIT University? YES NO

SECTION 15 – DECLARATION *(Application form without signature will not be processed)*

- 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 RMIT University (Royal Melbourne Institute of Technology).
- I authorise the School for Higher and Professional Education and the RMIT 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.
- I authorise the School for Higher and Professional Education and the RMIT 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.
- I authorise the School for Higher and Professional Education and the RMIT 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.
- I understand that, upon my registration in a programme in the School for Higher and Professional Education and the RMIT 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.
- I understand that the School for Higher and Professional Education and the RMIT 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 2020/21 admissions exercise. Nevertheless, if I have indicated in **Section 14** that I wish to receive information from the School for Higher and Professional Education and the RMIT University, my application data will be retained.
- 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 008, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong if I wish to access or make corrections to my data.
- 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.
- 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.
- Enclosed certification of employment and a detailed CV (if any).
- 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.