



Member of VTC Group  
VTC 機構成員



**For Office Use Only**

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

## Application Form 2015

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)

<u>Top-up Degree Programmes</u>	<u>Offering Site</u>
<input type="checkbox"/> BA (Hons) Accountancy, Part-time (Registration No.: 251559)	PEAK
<input type="checkbox"/> BA (Hons) Business Administration, Part-time (Registration No.: 251732)	PEAK
<input type="checkbox"/> BSc (Hons) Computing, Full-time (Registration No.: 252436)	IVE (Sha Tin)
<input type="checkbox"/> BSc (Hons) Computing, Part-time (Registration No.: 252436)	IVE (Morrison Hill)
<input type="checkbox"/> BSc (Hons) Construction Management, Part-time (Registration No.: 252032)	PEAK
<input type="checkbox"/> BSc (Hons) Multimedia Computing, Full-time (Registration No.: 252437)	PEAK
<input type="checkbox"/> BSc (Hons) Multimedia Computing, Part-time (Registration No.: 252437)	PEAK

### SECTION 2 – PERSONAL DETAILS

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

IVE / SBI / HKDI / PEAK 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

Fax No.

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 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 4 – EDUCATION

(Please give the names of schools, colleges, universities or training organisations attended including full-time or part-time courses, apprenticeship, etc. and attach certified copies of relevant academic documents.)

Years Attended (month / year)		School / College / Institution Attended / Attending	Programme Title	Mode of Study (e.g.: Full-time / Part-time on Campus, Distance Learning, etc.)	Qualification Obtained	Date of Award
From	To					

## SECTION 5 – WORK EXPERIENCE *(in chronological order)*

Date (month / year)		Organisation	Position	Full-time or Part-time
From	To			

## SECTION 6 – PROFICIENCY IN ENGLISH LANGUAGE AND MATHEMATICS

Please tick "✓" the appropriate boxes to indicate the level of proficiency in English and Mathematics you have attained. Please delete\* where appropriate.

### English Language

- HKCEE English Language      **Syllabus A / B\***      **Grade / Level\*:** \_\_\_\_\_      **Year Obtained:** \_\_\_\_\_
- HKDSE English Language      **Level:** \_\_\_\_\_      **Year Obtained:** \_\_\_\_\_
- Others      (Please specify: \_\_\_\_\_)

### Mathematics

- HKCEE Mathematics      **Grade:** \_\_\_\_\_      **Year Obtained:** \_\_\_\_\_
- HKDSE Mathematics      **Level:** \_\_\_\_\_      **Year Obtained:** \_\_\_\_\_
- Others      (Please specify: \_\_\_\_\_)

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

## SECTION 7 – PERSONAL STATEMENT *(Your reasons for choosing the course, relevant experience, and career plans)*

## SECTION 8 – ENQUIRIES

All enquiries should be directed to:

### **Offering Campus: The Institute of Professional Education And Knowledge (PEAK)**

9 / F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong

Tel: 2836-1853 (Ms. Christine Wan) or Fax: 2572-7130 for BA (Hons) Accountancy and BA (Hons) Business Administration

Tel: 2836-1891 (Mr. Charles Lee) or Fax: 2891-5707 for BSc (Hons) Construction Management

Tel: 2836-1898 (Mr. Cliff Chu) or Fax: 2891-5707 for BSc (Hons) Multimedia Computing

### **Offering Campus: IVE (Sha Tin)**

SHAPE, Sha Tin Office, Room 309C, 21 Yuen Wo Road, Sha Tin, New Territories, Hong Kong

Tel.: 2256-7873 / 2256-7239      Fax: 2696-2049

### **Offering Campus: IVE (Morrison Hill)**

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

Tel: 2436-8600      Fax: 2434-5652

## SECTION 9 – APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

1. Application form should be submitted by mail or in person with a photo and full sets of photocopies of certified credentials including transcripts and certificates of awards to **SHAPE OFFICE OF YOUR PROGRAMME CHOICE**. 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 (Hons) Accountancy** and **BA (Hons) Business Administration** is **HK\$62,500**. Fee may be subject to annual change. This consists of a registration fee of **HK\$3,200** and a tuition fee of **HK\$59,300**. The tuition fee is payable by 4 instalments (each instalment: HK\$14,825). Each instalment will be collected within 1 month before the commencement of that part of the programme.
2. Total programme fee for **BSc (Hons) Multimedia Computing** is **HK\$61,900**. Fee may be subject to annual change. This consists of a registration fee of **HK\$3,200** and a tuition fee of **HK\$58,700**. The tuition fee is payable by 3 instalments (each instalment: HK\$19,567) for full-time programme and by 4 instalments (each instalment: HK\$14,675) for part-time programme. Each instalment will be collected within 1 month before the commencement of that part of the programme.
3. Total programme fee for **BSc (Hons) Computing** is **HK\$61,900**. Fee may be subject to annual change. This consists of a registration fee of **HK\$3,200** and a tuition fee of **HK\$58,700**. The tuition fee is payable by 2 instalments (each instalment: HK\$29,350) for full-time programme and by 4 instalments (each instalment: HK\$14,675) for part-time programme. Each instalment will be collected within 1 month before the commencement of that part of the programme.
4. Total programme fee for **BSc (Hons) Construction Management** is **HK\$56,900**. Fee may be subject to annual change. This consists of a registration fee of **HK\$3,200** and a tuition fee of **HK\$53,700**. Tuition fee is payable by 4 instalments (each instalment: HK\$13,425). All instalment payments will be collected within 1 month before the commencement of the semester.
5. If you accept the offer, you should pay the registration fee and the 1<sup>st</sup> instalment of the tuition fee in full before the deadline stated in the offer letter to complete the registration procedures.
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. All fees paid less application fee will be refunded if the programme is withdrawn or not offered.

## SECTION 11 – APPLICATION FEE PAYMENT

1. The application fee is **HK\$200** and is **NON-REFUNDABLE**.
2. Please indicate your payment method with a tick "✓" in the appropriate box below:

### Applicable to programmes offering at PEAK only:

- Cash (Please do not send cash to PEAK via mail. Cash payment must be made in person to PEAK Office, the address of which is given in Section 8.)
- Cheque (payable to "Vocational Training Council") Cheque No.: \_\_\_\_\_

Credit Card

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

(mm / yy)

Amount: \_\_\_\_\_



\_\_\_\_\_  
Cardholder's Name

\_\_\_\_\_  
Authorized Signature

### Applicable to all programmes:

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

**5700012**

Campus of Your Programme Choice: **IVE (Sha Tin)**

**5700004**

Campus of Your Programme Choice: **IVE (Morrison Hill)**

**5700008**

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

Campus of Your Programme Choice: **PEAK**



3050107700005600045

Campus of Your Programme Choice: **IVE (Sha Tin)**



3050107735001900096

Campus of Your Programme Choice: **IVE (Morrison Hill)**



3050107720002900041

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"/> VTC Lecturers    | <input type="checkbox"/> PEAK Prospectus / Leaflets          |
| <input type="checkbox"/> SHAPE Prospectus / Leaflets | <input type="checkbox"/> Information Week | <input type="checkbox"/> Yahoo / Google Keyword Search       |
| <input type="checkbox"/> Information Day             | <input type="checkbox"/> Education Fair   | <input type="checkbox"/> Newspaper / Magazine (Title: _____) |
| <input type="checkbox"/> Classmates / Friends        | <input type="checkbox"/> PEAK Website     | <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 Coventry 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 Coventry University.
2. I authorise the School for Higher and Professional Education and the Coventry University to obtain, and the Vocational Training Council to release, information about my student record in the member institutions of the Vocational Training Council for the purpose of processing this application.
3. I authorise the School for Higher and Professional Education and the Coventry 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 Vocational Training Council.
4. I authorise the School for Higher and Professional Education and the Coventry 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 Coventry University, the data contained in the application form will become part of my student record and may be used for all purposes relating to my study in accordance with the procedures of the School for Higher and Professional Education and the Coventry University.
6. I understand that the School for Higher and Professional Education and the Coventry 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 2015 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 Coventry 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 008, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong if I wish to access or make corrections to my data.
8. 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 a photo.
- Enclosed copies of relevant academic documents and transcripts.
- 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](http://www.shape.edu.hk)