

**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)

<u>Top-up Degree Programmes</u>	<u>Offering Site</u>
<input type="checkbox"/> BEng (Hons) Building Services and Sustainable Engineering, Part-time (Registration No.: 252295)	IVE (Morrison Hill)
<input type="checkbox"/> BSc (Hons) Architectural Studies, Part-time (Registration No.: 252562)	IVE (Tsing Yi)
<input type="checkbox"/> BSc (Hons) Building Surveying, Part-time (Registration No.: 252193)	IVE (Tsing Yi)
<input type="checkbox"/> BSc (Hons) Quantity Surveying, Part-time (Registration No.: 252192)	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	
<b>Name in English</b> (As shown on your HK Identity Card / Passport)	
Surname	First / Other Names
<b>Name in Chinese</b> _____	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) _____ _____	
<b>Contact Detail</b>	
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 – FURTHER DETAILS

- Do you have any adults who are financially dependent on you?  Yes  No
- Do you have any children who are financially dependent on you?  Yes  No
- Have you previously studied at a Higher Education level in the UK for six months or more?  Yes  No  Don't Know

### SECTION 4 – EMERGENCY CONTACT DETAILS

Emergency Contact Person: \_\_\_\_\_

Emergency Contact's Relationship to you: \_\_\_\_\_

Emergency Tel. No.: \_\_\_\_\_

*Note - Contact will be advised of emergency situation details*

*It is a matter of discretion for individual employers to recognise any qualification to which the above courses may lead.*

## SECTION 5 – DISABILITIES AND SUPPORT NEEDS

If you have a disability, please enter the type of disability in the box. Otherwise, fill the blank "00". 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

- |   |   |  |
|---|---|--|
| 00 No disability  | 55 Mental health condition, such as depression or schizophrenia   | 96 Disability, impairment or medical condition not listed here   |
| 51 Learning difficulty such as dyslexia, dyspraxia or AD(H)D  | 56 Physical impairment or mobility issues, such as difficulty using arms or using a wheelchair / crutches | 08 Two or more impairments and / or disabling medical conditions |
| 53 Social / communication impairment such as Asperger's syndrome / other autistic spectrum disorder | 57 Deaf or have a serious hearing impairment  |  |
| 54 Long standing illness or health condition such as cancer, HIV, or diabetes                       | 58 Blind / Serious visual impairment uncorrected by glasses   |  |

## SECTION 6 – 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 7 – ENGLISH PROFICIENCY

Is English your first language?  Yes (if yes, go onto section 8)  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 8 – PORTFOLIO (For applicant who applies for BSc (Hons) Architectural Studies only)

Please submit your transcript of previous related architectural studies and your portfolio (no page limit), totally 20Mb. (max.) by submitting a CD Disc (with name of applicant and programme applied on cover) to SHAPE (Tsing Yi) Office, Room C217, 20 Tsing Yi Road, Tsing Yi Island, New Territories, Hong Kong on or before **15 June 2020**. Please also prepare your portfolio in issuu.com and send a viewing link to dennischu@vtc.edu.hk and pchan@vtc.edu.hk on or before **15 June 2020**. You may submit your transcript and portfolio CD Disc together with the application form if you want.

## SECTION 9 – 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: 2436-8600 / 2436-8379    Fax: 2434-5652

## SECTION 10 – 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 9 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 11 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

1. Total programme fee for **BEng (Hons) Building Services and Sustainable Engineering, BSc (Hons) Building Surveying and BSc (Hons) Quantity Surveying** is **HK\$88,200**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$84,700**. The tuition fee is payable by 3 instalments and will be collected within 1 month before the commencement of the semester.
2. Total programme fee for **BSc (Hons) Architectural Studies** is **HK\$193,600**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$190,100**. The tuition fee is payable by 8 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 1<sup>st</sup> 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 12 – 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](http://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**, the QR code for payment at 7-Eleven is shown below.

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



3050107720002900041

Campus of Your Programme Choice: **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 13 – 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 University of Central Lancashire?  YES  NO

## SECTION 14 – 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 University of Central Lancashire.
- I authorise the School for Higher and Professional Education and the University of Central Lancashire 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 University of Central Lancashire 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 University of Central Lancashire 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 University of Central Lancashire, 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 University of Central Lancashire 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 13** that I wish to receive information from the School for Higher and Professional Education and the University of Central Lancashire, 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](http://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 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).
- Will submit the transcript of previous related architectural studies and a portfolio (CD Disc) on or before 15 June 2020. The portfolio will also be prepared at “[issuu.com](http://issuu.com)” and the viewing link will be sent to [dennischu@vtc.edu.hk](mailto:dennischu@vtc.edu.hk) and [pchan@vtc.edu.hk](mailto:pchan@vtc.edu.hk) on or before 15 June 2020. (For application to BSc (Hons) Architectural Studies only)