

**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"/> | BA (Hons) Architecture, Full-time (Registration No.: 252460)                      | IVE (Kwun Tong)* |
| <input type="checkbox"/> | BA (Hons) Design for Exhibition and Museums, Full-time (Registration No.: 252461) | IVE (Kwun Tong)* |

\*Some lectures / practical sessions of this programme will be conducted at Hong Kong Design Institute.

### 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. \_\_\_\_\_

Country of Permanent Residence

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 name 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 – PERSONAL STATEMENT

(Please summarise your academic interests and reasons for choosing your proposed programme of study. You may attach extra sheets if you need more space.)

Do you have any criminal convictions?    Yes / No    \* delete if inappropriate (If yes, give details in Section 6 above)

## SECTION 7 – NAME AND ADDRESS OF REFEREE(S) *(including post code)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_    Tel No: \_\_\_\_\_    Fax No: \_\_\_\_\_

## SECTION 8 – ENQUIRIES

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

### **SHAPE (DILWL) - Kwun Tong Office**

Room 431, 25 Hiu Ming Street, Kwun Tong, Kowloon, Hong Kong

Tel: 2727-9567    Fax: 2727-9575

## 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 **SHAPE (DILWL) - Kwun Tong Office, Room 431, 25 Hiu Ming Street, Kwun Tong, Kowloon, Hong Kong**. 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 is **HK\$93,700**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$90,200**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
2. If you accept the offer, you should pay the registration fee and the 1st instalment of the tuition fee in full before the deadlines stated in the offer letter to complete the registration procedures.
3. All fees paid will be refunded if the programme is withdrawn or not offered.
4. 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](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:**

**0700006**

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



3050107735003200012

**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"/> 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 Lincoln?

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 University of Lincoln.
2. I authorise the School for Higher and Professional Education and the University of Lincoln 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 University of Lincoln 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 University of Lincoln 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 University of Lincoln, 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 University of Lincoln 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 12** that I wish to receive information from the School for Higher and Professional Education and the University of Lincoln, 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 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.
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.
- 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).