

**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) Fashion Design, Full-time (Registration No.: 251504)                 | DILWL* |
| <input type="checkbox"/> | BA (Hons) International Fashion Business, Full-time (Registration No.: 251505) | DILWL* |

\*Some lectures / practical sessions of this programme will be conducted at IVE (Kwun Tong)

### 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 \_\_\_\_\_

Fax No. \_\_\_\_\_

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

### SECTION 3 – FURTHER DETAILS

Your age on 31 December in year of entry \_\_\_\_\_ Year \_\_\_\_\_ Months

Have you applied (or do you intend to apply) for a Disabled Students Allowance?

Have applied  Have received  Intend to apply

### 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 – FEE STATUS AND PAYMENT OF FEES** *(Skip this field if you are IVE / SBI / HKDI HD graduates)*

Area of Permanent Residence: \_\_\_\_\_ Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of first entry to live in the UK: \_\_\_\_\_ Who will pay your tuition fees? \_\_\_\_\_

Have you previously received an educational award from UK public funds?  YES  NO

If yes, please provide details: \_\_\_\_\_

Funding Body: \_\_\_\_\_ Course: \_\_\_\_\_ Date of Study: \_\_\_\_\_

**SECTION 6 – WORK EXPERIENCE** *(Give details of work experience and training. Continue on a separate sheet if necessary.)*

Job Title Nature of work / training	Name of Organisation	Full-time or Part-time	Date (month / year)	
			From	To

**SECTION 7 – EDUCATION** *(Please give the name and address of the two most recent educational establishments attended.)*

Educational Institute	Course Taken	Qualification Obtained	Years Attended (month / year)		Mode of Study (FT / PT)
			From	To	
(1)					
(2)					

**SECTION 8 – ACADEMIC QUALIFICATION****(a) Qualification Completed**

Application should list all subjects taken, whatever the result, in date order with the most recent first. Qualifications awarded by BTEC or SCOTVEC? Please attach transcript of all results if known. Continue on a separate sheet if necessary.

Level, e.g. GCSE-A, HND, degree or professional qualifications	Awarding Body e.g. JMB	Subject	Date		Name of Educational Establishment Attended	Results (grades or bands)
			Month	Year		

**(b) Qualification Pending**

Application should list all subjects to be taken in date order. List all modules to be taken with value and level of each. Continue on a separate sheet if necessary.

Level, e.g. GCSE- A, HND, degree or professional qualifications	Awarding Body e.g. JMB	Subject	Date		Name of Educational Establishment Attended
			Month	Year	

**(c) Summary of Qualifications Held** *(Please "✓" the highest qualification held.)*

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Mature Student – no formal qualifications | <input type="checkbox"/> ONC / OND    | <input type="checkbox"/> Postgraduate Certificate / Diploma |
| <input type="checkbox"/> Recognised Access Course                  | <input type="checkbox"/> HNC / HND    | <input type="checkbox"/> Masters                            |
| <input type="checkbox"/> GCSE / GCE / CSE                          | <input type="checkbox"/> First Degree | <input type="checkbox"/> Other – please specify             |

**SECTION 9 – PERSONAL STATEMENT***(Continue on a separate sheet if necessary. Please give a personal statement in 300 - 400 words for the application to BA (Hons) Fashion Design and 1,000 words to BA (Hons) International Fashion Business.)*

Do you have any criminal convictions? Yes / No \* delete if inappropriate (If yes, give details in Section 9 above)

**SECTION 10 – NAME AND ADDRESS OF REFEREE(S)** (including post code)

1. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

2. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**SECTION 11 – OPEN STATEMENT BY REFEREE**

Name of referee: \_\_\_\_\_ Post / occupation / relationship: \_\_\_\_\_

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

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 (including STD) (including STD)

USE BLACK BALLPOINT OR BLACK TYPE. Continue on a separate sheet if necessary. Please affix official stamp where appropriate, at the end of the statement.

**Name of applicant** (block capitals or type): \_\_\_\_\_

Programme applied to: \_\_\_\_\_

Section 6 checked as correct? Yes / No \* delete if inappropriate

Has this reference been discussed with the applicant? Yes / No \* delete if inappropriate

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION 12 – ENQUIRIES**

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

**SHAPE (DILWL) - HKDI Office**

Address: LW004, G/F, IVE (Lee Wai Lee) Building, 3 King Ling Road, Tseung Kwan O, New Territories, Hong Kong

Tel: 3928-2485

**SECTION 13 – 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) - HKDI Office, LW004, G/F, IVE (Lee Wai Lee) Building, 3 King Ling Road, Tseung Kwan O, New Territories, 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 14 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS**

1. The programme fee is **HK\$98,200**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$94,700**. The tuition fee is payable by 2 instalments and will be collected 1 month before the commencement of the semester.

2. 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.

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 15 – 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**.

<input type="checkbox"/>	<p>If the application fee is paid by <b>ATM (Automatic Teller Machine) Transfer Services</b>, please follow the instructions below in making payment:</p> <p><b>HSBC &amp; Hang Seng Bank ATM</b></p> <ul style="list-style-type: none"> <li>✓ Select "Bill Payment Service"</li> <li>✓ Select "Education – Others"</li> <li>✓ Select "Vocational Training Council"</li> <li>✓ Enter Type: "01"</li> <li>✓ Enter Payment Number: please see payment number below</li> <li>✓ Enter Amount: <b>HK\$200</b></li> </ul>	<p><b>JETCO ATM</b></p> <ul style="list-style-type: none"> <li>✓ Select "JET Payment"</li> <li>✓ Enter Merchant Code: "9151"</li> <li>✓ Enter Type: "01"</li> <li>✓ Enter Payment Number: please see payment number below</li> <li>✓ Enter Amount: <b>HK\$200</b></li> </ul> <p><b>Payment Number for ATM Transfer Services:</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;"><b>0700011</b></div>
--------------------------	---	---

<input type="checkbox"/>	<p>If the application fee is paid at <b>7-Eleven</b>, herewith the QR code for payment at 7-Eleven.</p>	 <p style="font-size: small;">3050107700004400054</p>	<p><b>Please glue the original receipt here.</b></p>
--------------------------	---	--	--

\*\*\*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 16 – 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 Nottingham Trent University?  YES  NO

## SECTION 17 – 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 Nottingham Trent University.
2. I authorise the School for Higher and Professional Education and the Nottingham Trent 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 Nottingham Trent 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 Nottingham Trent 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 Nottingham Trent 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 Nottingham Trent 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 16** that I wish to receive information from the School for Higher and Professional Education and the Nottingham Trent 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 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 a personal statement.  
(About 300 - 400 words for application to BA (Hons) Fashion Design, and 1,000 words to BA (Hons) International Fashion Business)
- 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).