

**Application for Transfer Between Offers 轉讀申請表**

*(applicable to new students and during admission period)*

*(只適用於收生期間入學的新生)*

**NOTES TO APPLICANTS**

1. Only those who have completed the required registration procedures (including submission of e-registration form via “New Student Registration System” and paid the required registration / tuition fee) for the original programme / stream are eligible to apply.
2. Transfer to another offering campus for studying the same programme / stream is also regarded as one transfer application.
3. Download the application form of Transfer between Offers from the Admissions Homepage.
4. Complete the application form of Transfer between Offers.
5. A non-refundable application fee of HK\$200 will be charged for each application of transfer irrespective of the application outcome. Please refer to the last page for the payment method.
6. Please email the following document to the institute / campus / centre you wish to transfer to:
  - copy of completed Transfer between Offers application form; and
  - copy of the receipt of payment for application of transfer; and
  - copy of the receipt of payment / record of the registration / tuition fee paid
7. Upon submission of application for transfer between offer to the institute / campus / centre, the applicant will be notified the result of application within 3 working days.
8. Application deadline for transfer between offers is two weeks after class commencement.

**申請人須知**

1. 申請人必須已完成較早前獲取錄課程／分流之註冊程序（包括：透過電子「新生註冊系統」填交新生註冊表 及 繳交所需之留位費／學費）。
2. 申請人如希望轉讀另一分校開辦之相同課程／分流，亦屬轉讀申請。
3. 於入學網頁下載轉讀申請表。
4. 填妥轉讀申請表。
5. 轉讀申請費為每次港幣200元；不論申請成功與否，概不發還。繳費方法請參閱最後頁。
6. 請將以下文件副本電郵至欲轉往之院校／分校／中心：
  - 填妥的轉讀申請表；及
  - 轉讀申請繳費收據；及
  - 較早前獲取錄課程的繳費收據正本／繳費記錄
7. 申請人向院校／分校／中心遞交轉讀申請後，一般於三個工作天內收到申請結果。
8. 轉讀申請之截止申請日期為開學後兩星期。

**THEi / IVE / HKDI / HTI / CCI / ICI / MSTI / YC / SBI**  
**Application for Transfer Between Offers 轉讀申請表**  
*(applicable to new students and during admission period)*  
*(只適用於收生期間入學的新生)*

Please read carefully the notes overleaf before completing this form 填表前請先細閱申請人須知

**A. Personal Particulars of Applicant 申請人資料：**

Name in English 英文姓名 : \_\_\_\_\_ Name in Chinese 中文姓名 : \_\_\_\_\_  
 Student No. 學生編號 : \_\_\_\_\_ Identification Document No. 身份證明文件號碼 : \_\_\_\_\_ Contact Tel. No. 聯絡電話號碼 : \_\_\_\_\_  
 Address 地址 : \_\_\_\_\_

**B. Details of Transfer Application 轉讀申請詳情：**

**FROM 由** Institute / Campus / Centre 院校/分校/中心 : \_\_\_\_\_  
 Programme Title 課程名稱 : \_\_\_\_\_ ( \_\_\_\_\_ )  
 課程編號 Programme Code  
 Year/Level 年級/級別 : \_\_\_\_\_  
**TO 轉往** Institute / Campus / Centre 院校/分校/中心 : \_\_\_\_\_  
 Programme Title 課程名稱 : \_\_\_\_\_ ( \_\_\_\_\_ )  
 課程編號 Programme Code  
 Year/Level 年級/級別 : \_\_\_\_\_  
 Reason 原因 : \_\_\_\_\_

I understand that the above transfer request is **irrevocable** and the application fee paid is **non-refundable** irrespective of the application outcome.

本人明白上述轉讀申請不能撤回。不論申請成功與否，所繳付的申請費亦不予發還。

Signature 簽名 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_

**For Office Use**

**1. By Registry / CS / GO of Receiving Institute / Campus / Centre (RC)**

Staff : \_\_\_\_\_ Date : \_\_\_\_\_

Applicant has accepted the offer, completed NSRS (transfer within same admission exercise), and paid HK\$\_\_\_\_\_ for the 1<sup>st</sup> offered programme (*original receipt kept by RC, copy for student's retention*)

Applicant has received a valid offer of the programme he/she will transfer to

Transfer application fee (HK\$200) received

Inform Original Campus (OC) to 'transfer out' the student in SRS-MAP

**2. By Registry / CS / GO of Original Institute / Campus / Centre (OC)**

Staff : \_\_\_\_\_ Date : \_\_\_\_\_

Void payment advice of the original programme if already calculated tuition fee and posted to ledger in SRS-MAP

'Transfer Out' the student in SRS-MAP

If necessary, inform OMS officer to de-allocate modules of original programme

Non-local student type updated in SRS-MAP       'Other' student type updated in SRS-MAP

**3. By Registry / CS / GO of Receiving Institute / Campus / Centre (RC)**

'Transfer In' the student in SRS-MAP

Student informed of the result

Tuition Fee settled (collect shortfall of tuition fee HK\$\_\_\_\_\_)

Department and OMS officer informed

香港高等教育科技學院／香港專業教育學院／香港知專設計學院／酒店及旅遊學院／國際廚藝學院／中華廚藝學院／海事訓練學院／青年學院的查詢電話及電郵如下：

The telephone numbers and email addresses of campuses of THEi / IVE / HKDI / HTI / ICI / CCI / MSTI / YC are as follows:

院校／ 分校代號 Institute / Campus Code	院校／分校 Institute / Campus	電話 Telephone No.	電郵 Email
THEi	環境及設計學院 Faculty of Design and Environment	3890 8323	<a href="mailto:thei-fde@vtc.edu.hk">thei-fde@vtc.edu.hk</a>
	工商及酒店旅遊管理學院 Faculty of Management and Hospitality	3890 8222	<a href="mailto:thei-fmh@vtc.edu.hk">thei-fmh@vtc.edu.hk</a>
	科技學院 Faculty of Science and Technology	2176 1505	<a href="mailto:thei-fst@vtc.edu.hk">thei-fst@vtc.edu.hk</a>
CW	香港專業教育學院（柴灣） IVE (Chai Wan)	2595 8333	<a href="mailto:cw-cs@vtc.edu.hk">cw-cs@vtc.edu.hk</a>
HW	香港專業教育學院（黃克競） IVE (Haking Wong)	2361 5161	<a href="mailto:hwcourse@vtc.edu.hk">hwcourse@vtc.edu.hk</a>
KC	香港專業教育學院（葵涌） IVE (Kwai Chung)	2424 6221	<a href="mailto:csivekc@vtc.edu.hk">csivekc@vtc.edu.hk</a>
KT	香港專業教育學院（觀塘） IVE (Kwun Tong)	2727 4331	<a href="mailto:ivekt@vtc.edu.hk">ivekt@vtc.edu.hk</a>
LW	香港專業教育學院（李惠利） IVE (Lee Wai Lee)	3928 2222	<a href="mailto:cs-dilwl@vtc.edu.hk">cs-dilwl@vtc.edu.hk</a>
MH	香港專業教育學院（摩理臣山） IVE (Morrison Hill)	2574 5321	<a href="mailto:csivemh@vtc.edu.hk">csivemh@vtc.edu.hk</a>
ST	香港專業教育學院（沙田） IVE (Sha Tin)	2606 6227	<a href="mailto:stcampus@vtc.edu.hk">stcampus@vtc.edu.hk</a>
TY	香港專業教育學院（青衣） IVE (Tsing Yi)	2436 8333	<a href="mailto:ty-cs@vtc.edu.hk">ty-cs@vtc.edu.hk</a>
TM	香港專業教育學院（屯門） IVE (Tuen Mun)	2463 0066	<a href="mailto:tm-cs@vtc.edu.hk">tm-cs@vtc.edu.hk</a>
HKDI	香港知專設計學院 Hong Kong Design Institute	3928 2222	<a href="mailto:cs-dilwl@vtc.edu.hk">cs-dilwl@vtc.edu.hk</a>
HTIKB	酒店及旅遊學院（九龍灣） HTI (Kowloon Bay)	2751 5808	<a href="mailto:hti@vtc.edu.hk">hti@vtc.edu.hk</a>
HTIPF	酒店及旅遊學院（薄扶林） HTI (Pokfulam)	2538 2200	<a href="mailto:hti@vtc.edu.hk">hti@vtc.edu.hk</a>
HTITSW	酒店及旅遊學院（天水圍） Youth College (Tin Shui Wai)	3713 4600	<a href="mailto:hti@vtc.edu.hk">hti@vtc.edu.hk</a>
ICI	國際廚藝學院 International Culinary Institute (ICI)	2538 2200	<a href="mailto:ici@vtc.edu.hk">ici@vtc.edu.hk</a>
CCI	中華廚藝學院 Chinese Culinary Institute (CCI)	2538 2200	<a href="mailto:cci@vtc.edu.hk">cci@vtc.edu.hk</a>
MSTI	海事訓練學院 Maritime Services Training Institute (MSTI)	2458 3833	<a href="mailto:msti@vtc.edu.hk">msti@vtc.edu.hk</a>
YC(KB)	青年學院（九龍灣） Youth College (Kowloon Bay)	3552 9733	<a href="mailto:yckb-cs@vtc.edu.hk">yckb-cs@vtc.edu.hk</a>
YC(KC)	青年學院（葵涌） Youth College (Kwai Chung)	2494 4299	<a href="mailto:yckc-cs@vtc.edu.hk">yckc-cs@vtc.edu.hk</a>
YC(KF)	青年學院（葵芳） Youth College (Kwai Fong)	2748 8488	<a href="mailto:yckf-cs@vtc.edu.hk">yckf-cs@vtc.edu.hk</a>
YC(PF)	青年學院（薄扶林） Youth College (Pokfulam)	2538 2488	<a href="mailto:ycpf-cs@vtc.edu.hk">ycpf-cs@vtc.edu.hk</a>
YC(TKO)	青年學院（將軍澳） Youth College (Tseung Kwan O)	2280 1600	<a href="mailto:yctko-cs@vtc.edu.hk">yctko-cs@vtc.edu.hk</a>
YC(TM)	青年學院（屯門） Youth College (Tuen Mun)	2247 9801	<a href="mailto:yctm-cs@vtc.edu.hk">yctm-cs@vtc.edu.hk</a>
YC(TSW)	青年學院（天水圍） Youth College (Tin Shui Wai)	3713 4400	<a href="mailto:yctsw-cs@vtc.edu.hk">yctsw-cs@vtc.edu.hk</a>
YC(YCM)	青年學院（邱子文） Youth College (Yeo Chei Man)	3443 9333	<a href="mailto:ycycm-cs@vtc.edu.hk">ycycm-cs@vtc.edu.hk</a>
JL	卓越培訓發展中心（珠寶業） Pro-Act Training and Development Centre (Jewellery)	3928 2468 / 3928 2469	<a href="mailto:jltc@vtc.edu.hk">jltc@vtc.edu.hk</a>

## 繳費方法

### 方法一：以自動櫃員機繳交

恒生銀行或滙豐銀行自動櫃員機	貼有「繳費易」的「銀通」櫃員機
請選擇 [繳費服務] → [教育-其他] → [職業訓練局]	請選擇 [繳費服務] → [商戶編號輸入] → 輸入商戶編號 [9151]
→ 輸入 [03] 以識別繳費類別 → 輸入賬單編號：賬單編號的 11 位數字由學生編號（9 位數字）和編號「16」（2 位數字）組成 → 輸入轉讀申請費 HK\$200	

### 方法二：前往東亞銀行繳交

請帶同「繳費通知書」，前往東亞銀行有限公司（「東亞銀行」）任何一間分行，以現金或劃線支票繳付轉讀申請費 HK\$200 致下列職業訓練局賬戶：

賬戶號碼： 015-514-40-65013-7	賬戶名稱： Vocational Training Council	賬單編號：賬單編號的 11 位數字 由學生編號（9 位數字）和編號「16」（2 位數字）組成
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如以劃線支票付款，抬頭請寫明支付「職業訓練局」或「Vocational Training Council」。請於支票背面寫上學生姓名、課程編號、級別、學生編號及聯絡電話。支票須候該票兌妥款項後方能作實。查閱東亞銀行分行地址，請瀏覽網址：[www.hkbea.com](http://www.hkbea.com)

### 方法三：以網上銀行服務繳交

你可選用銀行之網上理財服務以銀行戶口或信用卡（以該銀行所提供之服務為準）透過「繳費服務」繳交。

登入你選用銀行的網上理財服務 → 選擇「繳費服務」 → 選擇「職業訓練局」 → 輸入[03] 以識別繳費類別 → 輸入賬單編號：賬單編號的 11 位數字由學生編號（9 位數字）和編號「16」（2 位數字）組成 → 輸入轉讀申請費 HK\$200 → 成功繳費後，列印確認頁面
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## Payment Methods

### Method 1: ATM

ATM of the Hang Seng Bank or HSBC	JETCO ATM with the "JET Payment Service" Logo
Select [Bill Payment Service] → [Education - Others] → [Vocational Training Council]	Select [JET Payment] → [Merchant Code Entry] → Key in Merchant Code [9151]
→ Key in [03] to specify the payment type → Enter the bill account number [Billing account number consists 11 digits: your student number (9 digits) and the payment code "16" (2 digits)] → Enter the Transfer between Offers Application Fee HK\$200	

### Method 2: At the Bank of East Asia

Please bring along with you the Payment Advice and settle the payment HK\$200 by CASH or CHEQUE to the following account of Vocational Training Council at any branch of The Bank of East Asia, Limited.

Account No.: 015-514-40-65013-7	Account Name: Vocational Training Council	Bill Account No.: Enter the bill account number [Billing account number consists 11 digits: your student number (9 digits) and the code "16" (2 digits)]
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If you pay by cheque, the cheque should be made payable to "Vocational Training Council" and crossed. Please write down your name, programme code, year / level of study, student number and contact telephone number at the back of the cheque. Payment will not be valid until the cheque has been duly honoured. For address of the branches, please visit the website: [www.hkbea.com](http://www.hkbea.com)

### Method 3: Internet Banking

You may settle the payment by your bank account or credit card (subject to the services provided by the banks) using the 'Bill Payment Service' of internet banking services.

Login to the e-banking service online → Select [Bill Payment Service] → [Vocational Training Council] → Key in [03] to specify the payment type → Enter the bill account number [Billing account number consists 11 digits: your student number (9 digits) and the code "16" (2 digits)] → Enter the Transfer between Offers Application Fee HK\$200 → Print the confirmation page shown after successful payment
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