

**TECHNOLOGICAL AND HIGHER EDUCATION  
INSTITUTE OF HONG KONG**

**Faculty of Science and Technology**

**Professional Diploma in Building Services Engineering (QF Level 5), ST525105**

QR Registration No.: 17/000503/L5 (Validity Period: 1 September 2017 – 31 August 2026)

**Application Form (AY2023/24 Entry)**

**Notes for Applicants**

1. Please read the programme entrance requirements before completing the application form.
2. Please attach copy(ies) of your academic transcript(s)/certificate(s) and proof of employment to the application form. The original academic transcript(s)/certificate(s) and proof of employment must be produced for verification on submission of the application form. A passport photo should be stuck on the application form for the production of Student Identity Card. Printed versions are not accepted. Late submission of passport photo may lead to late collection of Student Identity Card.
3. Please return the completed application form to the Registry **by post** together with a **crossed cheque** in the amount of **HK\$50,800** and payable to “**Vocational Training Council**” or “**職業訓練局**”. The total programme fee is HK\$86,400 payable by two instalments. The **first instalment (HK\$50,400)** and the **caution money (HK\$400)** are to be settled upon submission of the application form **on or before 31 August 2023**. The second installment (HK\$36,000) shall be paid on **or before 31 July 2024**. A student who officially completes or withdraws from a programme will be eligible for the refund of the caution money paid, if he/she has no outstanding fees and charges due to the Institute. A refund cheque, if applicable, will be mailed to the student at the correspondence address provided on the application form upon completion of the programme or approval of the withdrawal. **The tuition fee paid is normally not refundable and not transferable, except for the cases of unsuccessful applications and course cancellation.**
4. You can submit the application by post to the Registry (Chai Wan Campus). Details are as below.

<b>THEi Chai Wan Campus (Registry)</b>	
<b>Address:</b>	14/F, South Block, THEi, 133 Shing Tai Road, Chai Wan, Hong Kong (Attn: Academic Services Team 2)
<b>Enquiry:</b>	<b>Phone</b> 3890-8000
	<b>Fax</b> 3890-8123
	<b>Email</b> <a href="mailto:thei-reg@thei.edu.hk">thei-reg@thei.edu.hk</a>

5. Incomplete application forms or forms received without payment will be regarded as unsuccessful applications.
6. Successful applicants will be informed of the timetable one week before the commencement of classes.

Section 1 – Particulars of Applicant		
Full Name (English):	Mr/Ms/Miss	Please select and upload your recent passport photo here
Full Name (Chinese):	先生/女士/小姐	
HKID / Passport No.:		
Date of Birth (DD/MM/YYYY):		
Mobile Phone No.:		
Home Telephone No.:		
Email Address:		
Correspondence Address:		

Section 2 – Academic and Professional Qualifications (highest qualification first) (Please attach copy(ies) of transcript(s)/certificate(s).)			
From / To (MM/YYYY)	School/Institution/ Examination Attended	Qualification Obtained	Date of Award (MM/YY)

Section 3 – Working Experience (most recent first) (Please add paper if required.)			
From / To (MM/YYYY)	Name of Company	Position	Full time / Part time

Section 4 – Tuition Fee and Caution Money		
The total programme fee is HK\$86,400 by two instalments.		
Instalment	Amount	Payment Due Date
First Installment	HK\$50,800 (including caution money of HK\$400)	31 August 2023
Second Installment	HK\$36,000	31 July 2024

Section 5 – Source(s) of knowing this programme (You may select “✓” more than one.)		
<input type="checkbox"/> VTC Website	<input type="checkbox"/> THEi Website	<input type="checkbox"/> Email
<input type="checkbox"/> Leaflet	<input type="checkbox"/> Yahoo / Google	<input type="checkbox"/> Friends
<input type="checkbox"/> Others. Please specify: _____		

### Section 6 – Applicant’s Declaration and Signature

1. I declare that the information given in this 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 Vocational Training Council (VTC) and its member institutions.
2. I understand that, upon my registration in a programme in VTC/THEi, the data contained in this application will become part of my student record and may be used for all purposes relating to my study in VTC/THEi.
3. I understand that the VTC/THEi may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of this admission exercise. Nevertheless, if I have indicated in Section 7 of this application form that I wish to receive information about VTC/THEi, my application data will be retained.
4. I understand that provision of any false or misleading information therein shall lead to **DISQUALIFICATION** of my application without notice and cancellation of any resultant registration, and any fees paid will **NOT** be refunded.
5. I agree to abide by rules and regulations of THEi if I am admitted to the programme as a student.
6. I understand that all fees paid are non-refundable and non-transferrable.

**Applicant’s Signature:**

**Date:**

### Section 7 – Use of Personal Data for Direct Marketing

VTC and its member institutions intend to use your personal data provided, including your name, phone number, mobile number, email address, correspondence address and education level, to provide direct marketing information in relation to any programmes, admission and events of VTC and its member institutions, but we cannot so use your personal data without your consent. For the Privacy Policy Statement of VTC, please visit <http://www.vtc.edu.hk/html/en/privacy.html>.

I agree that my personal data provided, including my name, phone number, mobile number, email address, correspondence address and education level, may be used by the VTC and its member institutions for providing direct marketing information in relation to any programmes, admission and event of VTC and its member institutions.

If you do not agree with the above arrangement, please tick the box.

If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, phone number, mobile number, email address, correspondence address and education level to [thei-reg@thei.edu.hk](mailto:thei-reg@thei.edu.hk) or by fax to 3890 8123 (Chai Wan Campus) or 2176 1520 (Tsing Yi Campus).

<b>Section 8 – For Office Use</b>	
<b>Application Received on:</b>	
<b>Hong Kong Identity Card Verified:</b>	Yes / No (by )
<b>Academic Transcripts and Employment Proof Verified and Copies Collected:</b>	Yes / No (by )
<b>First Instalment of Tuition Fee for the Programme (HK\$50,400) and Caution Money (HK\$400):</b>	
Amount:	<b>HK\$ 50,800</b>
Cheque No.:	
Name of Bank:	
Cheque Collected by:	Signature: Name: Date:
<b>Second Instalment of Tuition Fee for the Programme (HK\$36,000):</b>	
Amount:	<b>HK\$ 36,000</b>
Cheque No.:	
Name of Bank:	
Cheque Collected by:	Signature: Name: Date:
<b>Application Successful:</b>	Yes / No (by )
<b>Student Record Created on:</b>	(by )
<b>Email Notification to Student and the Faculty on:</b>	(by )
<b>Cheque Returned to Applicant on: (for unsuccessful case)</b>	(by )