

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

Faculty of Science and Technology

Professional Diploma in Building Information Modelling (QF Level 5), ST525106

QR Registration No.: 19/001090/L5 (Validity Period: 1 September 2019 – 31 August 2025)

Application Form (September 2022 Cohort)

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 **in person** together with a **crossed cheque** in the amount of **HK\$18,820** and payable to “**Vocational Training Council**” or “**職業訓練局**”. The total programme fee is HK\$55,260. The tuition fee for Semester One is HK\$18,420 and the caution money is HK\$400. The total amount of HK\$18,820 shall be paid on or before **12 August 2022**. 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 at the Tsing Yi Campus or Chai Wan Campus. Details are as below.

	THEi Tsing Yi Campus (General Office of FST)	THEi Chai Wan Campus (Registry)
Address:	Room 315, THEi Building, 20A Tsing Yi Road, Tsing Yi Island, New Territories, Hong Kong	S1401 (South Block), 14/F, THEi, 133 Shing Tai Road, Chai Wan, Hong Kong
Office Hours*:	Monday – Friday: 9:00 a.m. – 1:30 p.m., 2:00 p.m. – 5:30 p.m. Saturday: Closed	Monday to Friday: 9:00 a.m. – 12:30 p.m., 1:30 p.m. – 5:30 p.m. Saturday: 9:00 a.m. – 12:00 noon
	Sunday & Public Holidays: Closed	
Enquiry:	2176-1505	3890-8000
	Fax 3890-8123	
	Email thei-reg@thei.edu.hk	

* Office hours may be adjusted subject to special arrangement. Please contact respective campus before arrival.

5. With effect from 25 March 2022, VTC has implemented “Vaccine Pass” for students. Please visit “COVID-19 Corner” at <https://www.vtc.edu.hk/admission/covid19> for details. Requirement on the minimum number of vaccine dose(s) for gaining access to VTC campuses / premises will be stepped up by stages. Students are advised to pay attention to the latest anti-pandemic measures and arrangements and check out the latest information from the “COVID-19 Corner”. Please contact the

Registry at 3890 8000 or via email (thei-reg@thei.edu.hk) for enquiries.

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

Section 1 – Particulars of Applicant			
Full Name (English):	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss		
Full Name (Chinese):	<input type="checkbox"/> 先生 <input type="checkbox"/> 女士 <input type="checkbox"/> 小姐		
HKID / Passport No.:	<i>Please stick your recent passport photo here (Printed version is not accepted)</i>		
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\$55,260.			
Instalment	Amount	Payment Due Date	
First Instalment (Semester One)	HK\$18,820 (including caution money of HK\$400)	12 August 2022	
Second Instalment (Semester Two)	HK\$18,420	January 2023 (tentative)	
Third Instalment (Semester Three)	HK\$18,420	May 2023 (tentative)	

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 or by fax to 3890 8123 (Chai Wan Campus) or 2176 1520 (Tsing Yi Campus).

Section 8 – For Office Use	
Application Received on:	
Hong Kong Identity Card Verified:	<input type="checkbox"/> Yes <input type="checkbox"/> No (by)
Academic Transcripts and Employment Proof Verified and Copies Collected:	<input type="checkbox"/> Yes <input type="checkbox"/> No (by)
Semester One Tuition Fee for the Programme (HK\$18,420) and Caution Money (HK\$400):	
Amount:	HK\$ 18,820
Cheque No.:	
Name of Bank:	
Cheque Collected by:	Signature: Name: Date:
Application Successful:	<input type="checkbox"/> Yes <input type="checkbox"/> No (by)
Student Record Created on:	(by)
Email Notification to Student and the Faculty on:	(by)
Cheque Returned to Applicant on: (for unsuccessful case)	(by)