

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

Faculty of Design and Environment

**Professional Diploma in Horticulture, Arboriculture and Landscape
Management (Programme Code: DS524104-PD) (QF Level 4)
and**

**Professional Certificate in Horticulture and Arboriculture
(Programme Code: DS524104-PC) (QF Level 4)**

QR Registration No.: 20/000212/L4 (Validity Period: 1 September 2020 – 31 August 2023)

Application Form (AY 2022/23)

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.
3. Please return the completed application form to the Registry **in person / by post** together with cop(ies) of supporting documents and a crossed cheque for the tuition fee and the caution money in the amount listed in **Section 1** and payable to “**Vocational Training Council**” or “**職業訓練局**” **on or before 13 September 2022**. The original academic transcript(s)/certificate(s) and proof of employment must be produced for verification for applications submitted in person. The document verification will be arranged at a later time for applications submitted by post. 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 unless the programme is cancelled.**
4. The address, office hours and enquiry numbers of the Registry are given below:

Registry (Chai Wan Campus)	
Address:	14/F, South Block, THEi, 133 Shing Tai Road, Chai Wan, Hong Kong (Attn: Academic Services Team 2) (Please state ‘Application for PDHALM/PCHA’ on the envelope)
Office Hours**:	<u>Monday to Friday</u> 9:00 a.m. to 12:30 p.m. 2:00 p.m. – 5:30 p.m. <u>Saturday</u> 9:30 a.m. to 12:00 n.n. Closed on Sunday and Public Holiday
Application Enquiry:	Telephone 3890-8000 Fax 3890-8123 Email thei-reg@thei.edu.hk

** Please note that the opening hours might be changed subject to the development of COVID-19. Applicants may contact the Registry for opening hours before submitting application in person.

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):	<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.:	
Date of Birth (DD/MM/YYYY):	
Mobile Phone No.:	
Home Telephone No.:	
Email Address:	
Correspondence Address:	
Course: (please put a tick “✓” in the appropriate box)	<input type="checkbox"/> Professional Diploma in Horticulture, Arboriculture and Landscape Management (HK\$48,400) <input type="checkbox"/> Professional Certificate in Horticulture and Arboriculture (\$33,520)
Class Schedule:	<input type="checkbox"/> AY2022/23 Class A – Tuesday and / or Thursday evening, Saturday morning and / or afternoon

Please select and upload your recent passport photo here

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 amount of tuition fee is payable on submission of the application form on or before 13/9/2022 .		
	Professional Diploma in Horticulture, Arboriculture and Landscape Management (PDHALM)	Professional Certificate in Horticulture and Arboriculture (PCHA)
Tuition Fee	\$48,000	\$33,120*
Caution money	\$400	\$400
Total	\$48,400	\$33,520

*If graduates of the PCHA programme wish to continue study of the same class to obtain the PDHALM award, the remaining tuition fee of \$19,200 shall be paid. The fee may be changed subject to annual adjustment.

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	
<ol style="list-style-type: none"> 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. 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. 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. 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. I agree to abide by rules and regulations of THEi if I am admitted to the programme as a student. 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	
<p>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.</p> <p>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.</p> <p><input type="checkbox"/> If you do not agree with the above arrangement, please tick the box.</p> <p>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).</p>	

Section 8 – For Office Use	
Application Received on:	
Hong Kong Identity Card Verified:	Yes / No
Academic Transcripts and Employment Proof Verified and Copies Collected:	Yes / No
Tuition Fee for the Programme (HK\$48,000 for PDHALM; HK\$33,120 for PCHA) and Caution Money (HK\$400):	
Amount:	<input type="checkbox"/> HK\$48,400 (PDHALM tuition fee and caution money) <input type="checkbox"/> HK\$33,520 (PCHA tuition fee and caution money)
Cheque No.:	
Name of Bank:	
Cheque Collected by:	Signature: Name: Date:
Application Successful:	Yes / No (by) <input type="checkbox"/> Professional Diploma in Horticulture, Arboriculture and Landscape Management (PDHALM) <input type="checkbox"/> Professional Certificate in Horticulture and Arboriculture (PCHA)
Student Record Created on:	(by)
Email Notification to Student and the Faculty on:	(by)
Cheque Returned to Applicant on: (for unsuccessful case)	(by)