

**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)**

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

and

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

QR Registration No.: 20/000213/L4 (Validity Period: 1 September 2020 – 31 August 2023)

Application Form (AY 2021/22)

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 a crossed cheque in the amount listed in **Section 1** and payable to “**Vocational Training Council**” or “**職業訓練局**” for the tuition fee and the caution money **on or before 11 September 2021**. 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	THEi Tsing Yi Campus	THEi Chai Wan Campus
Address:	Room 227, THEi Building, 20A Tsing Yi Road, Tsing Yi Island, N.T.	N116 (North Block), 1/F, THEi, 133 Shing Tai Road, Chai Wan, Hong Kong
Office Hours*:	Monday to Friday: 9:30 a.m. – 7:30 p.m. (9:30 a.m. – 5:30 p.m. from 1 September 2021 onwards) Saturday: 9:00 a.m. – 12:00 noon Sunday & Public Holidays: Closed	Monday to Friday: 9:30 a.m. – 5:30 p.m. Saturday: 9:00 a.m. – 12:00 noon
Enquiry:	2176-1456 Fax 3890-8123 Email thei-reg@thei.edu.hk	3890-8000

* Please note that the opening hours during special work arrangement will be changed. 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):	Mr/Ms/Miss
Full Name (Chinese):	先生/女士/小姐
HKID / Passport No.:	Please stick your recent passport photo here (Printed version is not accepted)
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"/> AY2021/22 Class A – Tuesday & Thursday evening, Saturday morning and / or afternoon An alternative class on Monday & Wednesday evening, Sunday morning and / or afternoon will be available for enrolment at a later stage.

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 11/9/2021 .		
	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 – Student’s Declaration and Signature	
1. I confirm that all the information given in this application form and the attached documents, if any, are correct and complete. 2. I agree to abide by rules and regulations of THEi if I am admitted to the programme.	
VTC and its member institutions intend to use your personal data provided, including your name, mobile phone 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. If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, mobile number, email address, correspondence address and education level to thei-reg@thei.edu.hk or by fax to 3890-8123.	
Do you agree that VTC and its member institutions may use your personal data for the above purposes? <input type="checkbox"/> Agree <input type="checkbox"/> Do not agree	
Signature:	Date:

Section 7 – 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: Cheque No.: Name of Bank: Cheque Collected by:	<input type="checkbox"/> HK\$48,400 (PDHALM tuition fee and caution money) <input type="checkbox"/> HK\$33,520 (PCHA tuition fee and caution money) 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 _____)