

**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 2022)

Application Form (January 2021 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 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 7 January 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. You can submit the application at the Tsing Yi campus or Chai Wan Campus. Details are as 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. Saturday 9:00 a.m. – 12:00 noon	Monday to Friday 9:30 a.m. to 5:30 p.m. Saturday 9:00 a.m. to 12:00 noon
	Sunday & Public Holidays: Closed	
Telephone:	2176-1456	3890-8000
Enquiry:	Telephone 3890-8000	
	Fax 3890-8123	
	Email thei-reg@vtc.edu.hk	

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

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	<i>Please stick your recent passport photo here (Printed version is not accepted)</i>
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 tuition fee for Semester One is HK\$18,420. The Caution Money is HK\$400.

Amount	Payment Due Date
HK\$18,820 (including caution money of HK\$400)	7 January 2021

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@vtc.edu.hk or by fax to 2176-1520.

Do you agree that VTC and its member institutions may use your personal data for the above purposes?

Agree 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

Semester 1 Tuition Fee for the Programme (HK\$18,420) and Caution Money (HK\$400):

HK\$ 18,820

Cheque No.:

Name of Bank:

Cheque Collected by:

Signature:

Name:

Date:

Application Successful:

Yes / 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 _____)