



Member of VTC Group  
VTC 機構成員

**Sheffield  
Hallam  
University**

**For Office Use Only**

Application No.  
Accept / Reject (delete as appropriate)  
Application Fee Paid By  
Handled By

## Application Form 2015/16

Please complete the form in **ENGLISH** and print in **BLOCK LETTERS** with black ball pen.

### SECTION 1 – PROGRAMME APPLIED FOR

Please indicate the programme you are applying for by ticking “✓” the appropriate box. **(Please “✓” ONE only)**

**Top-up Degree Programmes**

- ☐ BA (Hons) Business and Finance, Full-time (Registration No.: 252134)  
☐ BA (Hons) Business and Human Resource Management, Full-time (Registration No.: 252133)  
☐ BA (Hons) Business Management, Full-time (Registration No.: 252135)  
☐ BA (Hons) Jewellery and Metalwork, Full-time (Registration No.: 252251)  
☐ BA (Hons) Jewellery and Metalwork, Part-time (Registration No.: 252251)  
☐ BSc (Hons) Events and Leisure Management, Full-time (Registration No.: 251420)  
☐ BSc (Hons) Hospitality Business Management, Full-time (Registration No.: 251510)  
☐ BSc (Hons) Sport Business Management, Full-time (Registration No.: 251511)  
☐ BSc (Hons) Tourism Management, Full-time (Registration No.: 251421)

**Offering Site**

IVE (Sha Tin)  
IVE (Tsing Yi)  
IVE (Tsing Yi)  
DILWL  
DILWL  
IVE (Chai Wan)  
IVE (Chai Wan)  
IVE (Chai Wan)  
IVE (Chai Wan)

### SECTION 2 – PERSONAL DETAILS

Title (Mr / Ms / Mrs / Miss)\* *delete if inappropriate*

IVE / SBI / HKDI Student No. (if any)

Gender ☐ Male ☐ Female

**Name in English** (As shown on your HK Identity Card / Passport)

Surname

First / Other Names

**Name in Chinese** \_\_\_\_\_

Day (DD) / Month (MM) / Year (YY)

Chinese Character Codes \_\_\_\_\_

Date of Birth

Type of Identification Document ☐ HKID Card No. ( ) / ☐ Passport No.

Correspondence Address (in English)

**Contact Detail**

Mobile Phone No.

Residential Tel. No.

Email Address

Fax No.

Do you require a student visa / entry permit to study in Hong Kong? ☐ YES ☐ NO

### SECTION 3 – APPLICANT WITH SPECIAL NEEDS

We offer equal opportunities to all applicants with or without disabilities. If you have a disability, please enter the type of disability in the box. Otherwise, leave it blank. Your indication of this information is voluntary but essential for us to provide appropriate services (e.g. special examination arrangements) for you. Such information will not affect your chances of admission.

Code

- |   |  |
|---|--|
| 1 Blind (visually handicapped)  | 6 Using crutch / callipers                     |
| 2 Profound hearing loss   | 7 Polio / Rheumatoid Arthritis / Spine problem |
| 3 Severe / moderate / mild hearing loss   | 8 Other kinds of impaired movement             |
| 4 Low vision (this does not include those people who are able to read with the help of normal spectacles or contact lenses) | 9 Others (Please specify) _____                |
| 5 Wheelchair user   | _____  |

#### SECTION 4 – EDUCATION

Qualifications and examinations including professional training. (Please attach certified copies of relevant academic documents.)

Place of study	Award and course title	Main subjects studied	Results (including grade)	Date of award or expected award	Mode of Study

#### SECTION 5 – ENGLISH PROFICIENCY

Is English your first language? ☐ Yes (if yes, go onto section 6) ☐ No

English language qualifications (please attach copies of all certificates)

**Awarding organisation** \_\_\_\_\_

**Award and course title** \_\_\_\_\_

**Results (including grade)** \_\_\_\_\_

Date of award or expected award      Month \_\_\_\_\_      Year \_\_\_\_\_

#### SECTION 6 – SUPPLEMENTARY INFORMATION

You may enter information which you feel is relevant to your application.

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#### SECTION 7 – CRIMINAL CONVICTIONS

Do you have any criminal convictions? ☐ Yes ☐ No

#### SECTION 8 – ENQUIRIES

All enquiries should be directed to the programme offering campus as follows:

**Offering Campus: IVE (Chai Wan)**

SHAPE, Chai Wan Office, Room 012, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong  
Tel: 2595-8357    Fax: 2976-5702

**Offering Campus: IVE (Tsing Yi)**

SHAPE, Tsing Yi Office, Room C217, 20 Tsing Yi Road, Tsing Yi Island, New Territories, Hong Kong  
Tel: 2436-8600 / 2436-8379    Fax: 2435-8990

**Offering Campus: IVE (Sha Tin)**

SHAPE, Sha Tin Office, Room 309C, 21 Yuen Wo Road, Sha Tin, New Territories, Hong Kong  
Tel: 2256-7239    Fax: 2696-2049

**Offering Campus: DILWL**

SHAPE, DILWL Office, Room D938, 9/F., Tower D, 3 King Ling Road, Tseung Kwan O, NT  
Tel: 3928-2485    Fax: 3928-2988

#### SECTION 9 – APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

1. Application form should be submitted by mail or in person to the **SHAPE OFFICE OF YOUR PROGRAMME CHOICE**. Please check Section 1 and Section 8 for the correct address. You may also return the application form to a drop box located at IVE and HKDI campuses.
2. We will acknowledge receipt of your application by email. Please make sure your email address provided on page 1 of this application form is correct.

## SECTION 10 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

1. Total programme fee for BA (Hons) Events and Leisure Management, BA (Hons) Hospitality Business Management, BA (Hons) Sports Business Management, and BA (Hons) Tourism Management, is **HK\$67,700**. This consists of a registration fee of **HK\$3,200** and a tuition fee of **HK\$64,500**. Tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
2. Total programme fee for BA (Hons) Business and Finance, BA (Hons) Business and Human Resource Management, and BA (Hons) Business Management is **HK\$67,700**. This consists of a registration fee of **HK\$3,200** and a tuition fee of **HK\$64,500**. Tuition fee is payable by 2 instalments. All instalment payments will be collected within 1 month before the commencement of the semester.
3. Total programme fee for BA (Hons) Jewellery and Metalwork is **HK\$73,500**. This consists of an enrolment fee of **HK\$3,200** and a tuition fee of **HK\$70,300**. Tuition fee is payable by 2 instalments for full-time programme (each instalment: **HK\$35,150**) and 3 instalments (1<sup>st</sup> instalment: **HK\$23,500**; 2<sup>nd</sup>-3<sup>rd</sup> instalment: **HK\$23,400**) for part-time programme. All instalment payments will be collected within 1 month before the commencement of the semester.
4. If you accept the offer, you should pay the registration fee and the 1<sup>st</sup> instalment of the tuition fee in full before the deadline stated in the offer letter to complete the registration procedures.
5. All fees paid less application fee will be refunded if the programme is withdrawn or not offered.
6. On premature cessation of the programme, all fees and charges that have been collected in respect of any part of the programme failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.

## SECTION 11 – APPLICATION FEE PAYMENT

The application fee is **HK\$200** and is **NON-REFUNDABLE**.

Please indicate your payment method with a "✓" and **glue the original payment receipt in the box provided**.

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If the application fee is paid by **ATM (Automatic Teller Machine) Transfer Services**, please follow the below instructions in making payment:

### HSBC & Hang Seng Bank ATM

- ✓ Select "Bill Payment Service"
- ✓ Select "Education – Others"
- ✓ Select "Vocational Training Council"
- ✓ Enter Type: "01"
- ✓ Enter Payment Number: please see payment number below
- ✓ Enter Amount: **HK\$200**

### JETCO ATM

- ✓ Select "JET Payment"
- ✓ Enter Merchant Code: "9151"
- ✓ Enter Type: "01"
- ✓ Enter Payment Number: please see payment number below
- ✓ Enter Amount: **HK\$200**

### Payment Number for ATM Transfer Services:

Campus of Your Programme Choice: **IVE (Chai Wan)**

**5700001**

Campus of Your Programme Choice: **IVE (Tsing Yi)**

**5700007**

Campus of Your Programme Choice: **IVE (Sha Tin)**

**5700004**

Campus of Your Programme Choice: **DILWL**

**5700011**

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If the application fee is paid at **7-Eleven**, the barcode for payment at 7-Eleven is shown below.

Campus of Your Programme Choice: **IVE (Chai Wan)**



**3050107700001900048**

Campus of Your Programme Choice: **IVE (Tsing Yi)**



**3050107720001700050**

Campus of Your Programme Choice: **IVE (Sha Tin)**



**3050107735001900096**

Campus of Your Programme Choice: **DILWL**



**3050107700004400054**

**Please glue the original receipt here.**

**\*\*\*Application form without attaching the original payment receipt WILL NOT be processed.\*\*\***

**\*\*\* Please DO NOT send in any cheque or cash. We WILL NOT deposit the application fee on your behalf.\*\*\***

## SECTION 12 – SOURCE OF KNOWING SHAPE PROGRAMMES

From which of the following sources have you heard about SHAPE programmes? Please indicate your source(s) with a "✓" in the appropriate boxes (You may select more than one.):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> SHAPE Website               | <input type="checkbox"/> VTC Lecturers    | <input type="checkbox"/> Yahoo / Google Keyword Search       |
| <input type="checkbox"/> SHAPE Prospectus / Leaflets | <input type="checkbox"/> Information Week | <input type="checkbox"/> Newspaper / Magazine (Title: _____) |
| <input type="checkbox"/> Information Day             | <input type="checkbox"/> Education Fair   | <input type="checkbox"/> Others (Please specify: _____)      |
| <input type="checkbox"/> Classmates / Friends        |   |  |

Do you wish to receive information in relation to any programmes, admission and events of the School for Higher and Professional Education, member institutions of the Vocational Training Council and the Sheffield Hallam University?

☐ YES

☐ NO

### SECTION 13 – DECLARATION *(Application form without signature will not be processed)*

1. I declare that the information given in the 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 the School for Higher and Professional Education and the Sheffield Hallam University.
2. I authorise the School for Higher and Professional Education and the Sheffield Hallam University to obtain, and the Vocational Training Council to release, information about my student record in the member institutions of the Vocational Training Council for the purpose of processing this application.
3. I authorise the School for Higher and Professional Education and the Sheffield Hallam University to use my data to carry out checks on multiple applications and checks on records of current and previous studies in the member institutions of the Vocational Training Council.
4. I authorise the School for Higher and Professional Education and the Sheffield Hallam University to obtain, and the relevant institutions to release, further academic information or official student records if necessary, and / or where my work experience is relevant, to verify my employment records, for the purpose of making an informed decision about my application.
5. I understand that, upon my registration in a programme in the School for Higher and Professional Education and the Sheffield Hallam University, the data contained in the application form will become part of my student record and may be used for all purposes relating to my study in accordance with the procedures of the School for Higher and Professional Education and the Sheffield Hallam University.
6. I understand that the School for Higher and Professional Education and the Sheffield Hallam University may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the 2015/16 admissions exercise. Nevertheless, if I have indicated in **Section 12** that I wish to receive information from the School for Higher and Professional Education and the Sheffield Hallam University, my application data will be retained.
7. I understand that in accordance with the Personal Data (Privacy) Ordinance, I have the right to request access to, and the correction of my personal data. I should submit written request to the School for Higher and Professional Education at Room 008, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong if I wish to access or make corrections to my data.
8. I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of application without notice and cancellation of any resulting registration. Any fees paid will NOT be refunded.

**Applicant's Signature:**

**Date:**

### CHECKLIST FOR APPLICANT

**Before submitting your application, please check if you have:**

- ☐ Completed the form in full.
- ☐ Signed and dated the form.
- ☐ Enclosed copies of relevant academic documents and transcripts.
- ☐ Enclosed the original receipt of application fee payment.
- ☐ A waiver of application fee may be granted to eligible applicants. For details, please visit [www.shape.edu.hk](http://www.shape.edu.hk)