



Application for Exemption Form -- For Diploma Programmes (For Existing Students)

Program Name: _____

◆ Please refer to Exemption Procedures before completing this form.

Exemption Procedures:

1. Exemption processing time will take about 4-6 weeks. A letter will be issued to confirm the exemption result.
2. Please submit the following document(s) together with this form.
 - Certified copy of Academic Transcript and Award Certificate. (certified by FSDC staff)
 - Extract from previous institution handbook showing details of course structure.
3. Any additional documents submitted after the confirmation on exemption result will be regarded as a new application.

Mr / Miss / Ms	Name in English (Surname first):	Name in Chinese:
HKID No.:	Tel.:	
Postal address:		

Module details

Please check (✓) the modules you intend to apply for exemption.

Course Code	Modules	Apply for exemption	Exemption fees

Payment

I hereby attach payment of exemption fees for the above selected modules(s):

Amount: _____ Cheque No.: _____

Declaration

1. I declare that to the best of my knowledge the information supplied in this application and the documentation supporting it are correct and complete.
2. I acknowledge that the provision of incorrect information or documentation relating to my application may result in withdrawal of any offer of a place and that such withdrawal may take effect at any stage of the course, at the discretion of Vocational Training Council.
3. I have read the relevant course information provided including course structure and requirements.
4. I acknowledge I have a responsibility to seek course advice prior to varying my enrolment or re-enrolling in future years.
5. I agree to pay all fees and charges arising from this enrolment.
6. I acknowledge that while I am enrolled, I am subject to the legislation, policies and procedures of Vocational Training Council.
7. I understand that all information provided will be used in admission process, the data will also become a part of my student record and may be used for all purposes relating to my studies in accordance with the procedures of Vocational Training Council.

Signature

Date
