

海運及空運人才培訓基金
飛機維修專門課程部分學費退還計劃申請書
Application Form for Partial Tuition Refund Scheme
for Specialised Aircraft Maintenance Programme
under the Maritime and Aviation Training Fund

申請人須知
Notes for Applicants

一般須知 General information

1. 運輸及房屋局（運房局）於 2014 年 4 月 1 日推出「海運及空運人才培訓基金」（基金），加強支持航運和航空業界的人才培訓。基金的其中一項新措施為「飛機維修專門課程部分學費退還計劃」（計劃），旨在鼓勵年青人選修飛機維修專門課程，即職業訓練局（職訓局）飛機維修工程高級文憑和職專文憑（飛機維修），及在畢業後投身飛機維修工作，這有助吸引更多年青人加入飛機維修業，繼續推動行業的持續發展。這項計劃由職訓局管理，並於每年 10 月接受申請。

The Transport and Housing Bureau (THB) launched the Maritime and Aviation Training Fund (MATF) on 1 April 2014 to support the manpower training of the maritime and aviation industries. One of the initiatives under MATF is the Partial Tuition Refund Scheme for Specialised Aircraft Maintenance Programme (the Scheme). The objective of the Scheme is to encourage young people to choose the specialised aircraft maintenance programmes offered by the Vocational Training Council (VTC), namely the Higher Diploma in Aircraft Maintenance Engineering and the Diploma of Vocational Education (Aircraft Maintenance) and join the aircraft maintenance industry after graduation, which will help attract young people and support the sustainable development of the aircraft maintenance industry. This Scheme is administered by VTC and open for application in October each year.

符合資格的申請人 Persons who are eligible to apply

2. 就每項申請：

(a) 申請人必須 –

- (i) 為職訓局全日制飛機維修工程高級文憑或職專文憑（飛機維修）（下稱「認可課程」）的學生，並於2014年4月1日或以後成功完成上述認可課程；
- (ii) 在成功完成認可課程後六個月內，獲符合民航處根據香港航空要求第145部批核的本地維修機構聘用從事有關飛機維修的工作；及
- (iii) 在符合香港航空要求第145部標準的本地維修機構工作連續最少兩年。

For each application,

(a) the applicant must –

- (i) successfully complete the recognised full-time aircraft maintenance programmes offered by VTC, namely the Higher Diploma in Aircraft Maintenance Engineering or the Diploma of Vocational Education (Aircraft Maintenance) (the Recognised Programme) on 1st April 2014 and thereafter;
- (ii) be employed by local Approved Maintenance Organisations (AMO) as approved by the Civil Aviation Department (CAD) under Hong Kong Aviation Requirements – Part 145 (HKAR-145) for jobs which are related to aircraft maintenance within six months after successful completion of the Recognised Programme; and
- (iii) work in local HKAR-145 AMO for a continuous period of at least two years.

可獲發還的學費 Tuition Fee to be Refunded

3. 可獲發還的學費包括訓練費及重修不合格單元的學費（如適用）。如申請人根據在職家庭及學生資助事務處轄下的學生資助處（學生資助處）的資助專上課程學生資助計劃、職訓局學費減免或社會福利署的綜合社會保障援助獲得任何學費資助／助學金，在計算申請人在本計劃可獲退還的金額時會扣除相關款項。
Tuition fee to be refunded includes training fee and restudy fee of failed modules, if applicable. Any grant / assistance received from the Tertiary Student Finance Scheme - Publicly-funded Programmes (TSFS) administered by the Student Finance Office (SFO) under the Working Family and Student Financial Assistance Agency, VTC Fee Remission or Comprehensive Social Security Assistance (CSSA) administered by the Social Welfare Department (SWD) for payment of tuition fee of the Recognised Programme will be excluded from the calculation of refund under this Scheme.
4. 獲成功批核的申請人須於申請書D部（聲明及授權書），承諾在根據香港航空要求第145部批核的本地維修機構工作連續最少兩年。如有關申請人未能遵守上述的承諾條件，他／她將被取消在此計劃的資格，並須立即歸還按此計劃獲得的任何款項予運房局／職訓局。
Successful applicants are required to acknowledge in Section D of the Application Form (Declaration and Authorization) that he/she must fulfill the requirement of working in the local HKAR-145 AMO for a continuous period of at least two years. Failure to do so would render the Applicant disqualified from the Scheme and he/she shall return forthwith to THB / VTC any fund paid to him/her under the Scheme.
5. 在扣除第3點的款項後，每名成功申請人可獲發還已繳的認可課程學費總額的50%，上限為50,000港元。如申請人於職訓局尚有學費欠款，在本計劃獲發還的金額會於扣除有關欠款後才發放。
After deducting the items stated in point 3 above, each successful applicant will be refunded 50% of the total tuition fee paid for the Recognised Programme, subject to a cap of HK\$50,000. The amount to be refunded under the Scheme will be the net amount after deduction of any outstanding tuition fee that the applicant owes to VTC.

款項發放安排 Payment method

6. 發還的款項會分三期平均直接存入成功申請人指定接收款項的銀行帳戶（請參看第9(d)點）。第一期的款項最快將於截止申請後（請參看第7點）六星期後發放。第二及第三期則於次年及第三年的十二月發放。
Payment will be made to the successful applicant in 3 equal installments by direct credit to the bank account nominated by the applicant (please also see point 9(d) below). The 1st installment of refund will be released at least six weeks after the application deadlines as mentioned in point 7 below. The 2nd and 3rd installments of refund will be released in December the following year and the year after respectively.

申請手續 Procedures for application

7. 申請人必須將填妥的申請表及載於申請表附錄的個人資料使用同意及授權書（同意書）**郵寄或親身於學院辦公時間內交回**至所屬院校（新界青衣島青衣路20號香港專業教育學院（青衣）或九龍九龍灣大業街46號職業訓練局九龍灣大樓青年學院（九龍灣））。申請截止日期為每年十月三十一日。
Applicants should complete and submit the Application Form and the Consent and Authorization Form for Use of Personal Data (Consent Form), which is attached at Annex of the Application Form, **by post or in person during normal office hours** to their respective campuses (i.e. The Hong Kong Institute of Vocational Education (Tsing Yi), 20 Tsing Yi Road, Tsing Yi Island, New Territories / Youth College (Kowloon Bay), VTC Kowloon Bay Complex, 46 Tai Yip Street, Kowloon Bay, Kowloon). The application deadline is 31 October of each year.
8. 申請人必須填妥整份申請表上的A至E部以及同意書，並在申請書及同意書上簽署。未滿18歲的申請人的父母或監護人亦需於申請書上簽署。申請人如未能填妥申請書上各項部分，申請將不獲受理。
Applicants should complete all parts of the Application Form (Sections A-E and the Consent Form), and sign the forms as required. For applicants aged under 18, signature of their parent or guardian is required. **Applications with incomplete information will not be processed.**
9. 申請人於遞交申請書時，應夾附下列文件的副本：
 - (a) 申請人的香港身份證（請參看第 11 點）；
 - (b) 由符合香港航空要求第145部的批核的本地維修機構發出的申請人受聘證明文件；及
 - (c) 供發還款項的帳戶的銀行存摺首頁或月結單。文件上須載有申請人姓名、帳戶號碼及銀行名稱／銀行編號（帳戶持有人的姓名必須與香港身份證上的姓名完全相同）。

In submitting the Application Form, the applicant should attach a copy of each of the following: -

- (a) The applicant's Hong Kong Identity Card (Please see point 11);
- (b) Document to certify the applicant's employment issued by an approved local HKAR-145 AMO; and
- (c) The front page of the bank passbook or monthly statement of the bank account to which the refund will be credited. The document should show the applicant's name, account number and bank name/ bank code (name of the account holder must be exactly the same as the name in the Hong Kong Identity Card).

10. 在有需要時，職訓局會要求申請人核證其所提交的資料或提供補充資料，以便進一步處理有關申請。Applicants may be required to verify the information submitted and to provide additional information necessary for processing the applications further.
11. 所有已遞交的申請書及證明文件概不退還。申請人應自備副本，以作參考。申請人可選擇於學院辦工時間內親身到所屬院校提供其香港身份證正本供學院職員核實有關資料，以代替提交香港身份證副本。All documents submitted for the application (including the Application Form and the supporting documents) are not returnable. Applicants are advised to retain copies for their own reference. Applicants may choose to visit their respective campuses in person during normal office hour and produce their Hong Kong Identity Cards for checking, in lieu of submission of a copy of the Hong Kong Identity Card.
12. 運房局及職訓局會評估申請人是否符合本《申請人須知》第2點中規定的資格和條件。運房局及職訓局會就申請人的資格及其獲發還的金額保留最終決定權。THB and VTC will assess whether or not the applicant meets the Eligibility and Conditions as stipulated in Point 2 hereof. THB and VTC reserve the right to decide the eligibility of the applicant and the amount to be refunded.

個人資料私隱 Personal Data Privacy

13. 申請人有責任向運房局及職訓局提供申請書及同意書所要求的個人資料，包括第11點所述的身份證明文件資料。如申請人未能遵照上述要求，運房局或職訓局可能無法處理其申請。對於申請書及同意書上填報的個人資料，運房局及職訓局將作下列用途：(a) 關乎處理和覆查就海運及空運人才培訓基金而提出的申請的各種活動，包括但不限於向社會福利署索取有關申請人領取綜合社會保障援助、向學生資助處索取有關申請人於資助專上課程學生資助計劃中的詳細資料及向職訓局索取有關申請人於職訓局學費減免中所獲得的減免金額；(b) 關乎追討付款（如有的話）的各種活動；及(c) 統計與研究用途。Applicants are obliged to supply information to THB and VTC pertaining to their personal data, as required in the Application Form and the Consent Form, including the information on the identity documents that point 11 refers. If an applicant fails to comply with these requirements, THB or VTC may not be able to process his/her application. THB and VTC will use the personal data provided in the forms for the purposes of (a) activities relating to the processing and counter-checking of an application under the MATEF, including but not limited to obtaining detailed information of the applicants under the CSSA Scheme from SWD and also those under TSFS from SFO and the VTC Fee Remission from VTC; (b) activities relating to the recovery of payments, if any; and (c) statistics and research.
14. 申請表及同意書上填報的個人資料以及其他補充資料，可為上文第13段所述的目的，或在法律授權或規定作出披露的情況下，向有關政府決策局／部門／機構／公司（包括但不限於學資處、社會福利署、職訓局轄下的成員機構、銀行和僱主）披露。The personal data and other supplementary information that are provided in the Application Form and Consent Form may be disclosed to relevant government bureaux/departments/organisations/companies (including but not limited to SFO, SWD, VTC member institutions, bank and employers) for the purposes mentioned in point 13 above or where such disclosure is authorised and required by law.
15. 如有需要，運房局及職訓局會為上文第13點所述的目的，聯絡政府決策局／部門／機構／公司（包括但不限於學生資助處、社會福利署、職訓局轄下的成員機構、銀行和僱主），以核實申請書上的資料，並根據已簽妥的同意書向有關機構索取相關資料（包括但不限於有關部門就認可課程學費批予本人的學費資助／助學金）。If necessary, THB and VTC will contact relevant government bureaux/departments/organisations/companies (including but not limited to SFO, SWD, VTC member institutions, bank and employers) to verify the data provided in the application with those held by them. THB and VTC may also, according to the signed Consent Form, obtain relevant information (including but not limited to information on any grant / assistance for payment of tuition fee of the Recognised Programme).

16. 根據《個人資料（私隱）條例》（第486章）第18及22條以及附表1第6原則，申請人有權要求查閱和改正申請書上的個人資料。職訓局或會就有關查閱要求向申請人收取費用。
In accordance with sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), applicants have the right to request access to and correction of the personal data supplied in their applications. A fee may be charged for the processing of relevant data access request.
17. 申請人如欲查詢所提供的個人資料及更正有關資料，須以書面形式向職訓局提出。地址如下：

新界青衣島青衣路20號
香港專業教育學院（青衣）
學院秘書處
或
九龍九龍灣大業街46號
職業訓練局九龍灣大樓
青年學院（九龍灣）
學院秘書處

Enquiries concerning the personal data provided in the applications and requests for the correction of such data may be made in writing to:

Campus Secretariat
The Hong Kong Institute of Vocational Education (Tsing Yi)
20 Tsing Yi Road, Tsing Yi Island, New Territories
or
College Secretariat
Youth College (Kowloon Bay)
VTC Kowloon Bay Complex,
46 Tai Yip Street, Kowloon Bay, Kowloon

查詢 Enquiries

18. 如有任何查詢，請電郵至 ty-eng@vtc.edu.hk（IVE（青衣））、yckb-cs@vtc.edu.hk（青年學院（九龍灣））或 matf@thb.gov.hk 或致電2436 8641（IVE（青衣））、3552 9760（青年學院（九龍灣））。
- For enquiries, please send email to ty-eng@vtc.edu.hk (IVE(TY)), yckb-cs@vtc.edu.hk (YC(KB)) or matf@thb.gov.hk or call IVE(TY) at 2436 8641 or YC(KB) at 3552 9760.

C 部 Section C 現時受僱資料 Current Employment Information

公司名稱
Company Name _____

辦公室電話
Office Telephone Number _____

辦公室地址
Office Address _____

現時職位
Current Position _____

受僱日期
Date of Employment _____

現時職位是否與飛機維修
工作有關？ 是 否
Yes No
Is your current job related
to aircraft maintenance?

D 部 Section D 聲明及授權書 Declaration and Authorization

本人 _____ (申請人姓名)，持香港身份證號碼 _____ (_____)，現特此聲明本人是香港特別行政區居民及可在香港合法受僱。

I, _____ (Name of Applicant), holder of Hong Kong Identity Card No. _____ (_____), hereby declare that I am a resident of the HKSAR and I am lawfully employable in Hong Kong.

本人謹此聲明在這份申請書中所提供的資料及所提交的證明文件，盡本人所知，均屬準確無誤。若在申請書中的資料需作任何更新，本人定必盡快申報。本人已仔細閱讀並充分理解在《申請人須知》，並接受和同意遵守《申請人須知》中規定的條款和細則。I declare that the information provided in this application form and the documentary proofs submitted are complete and true to the best of my knowledge. In case any information in this application requires any updates, I undertake to report the same forthwith. I have carefully read and fully understood the "Notes for Applicants". I accept and agree to abide by the terms and conditions set out in the "Note for Applicants" for my application.

本人明白，運輸及房屋局(以下簡稱「運房局」)及職業訓練局(以下簡稱「職訓局」)將依據本人所提供的資料及已簽妥的同意書向有關機構所索取的相關資料，以決定本人是否符合獲海運及空運人才培訓基金發還費用的資格，並評估本人可獲發還的金額。本人同意授權運房局或職訓局在審核本人的申請時，將本人在申請書填寫的個人資料，與其他機構為其他目的而向本人收集的個人資料作披露、查詢或核對，以核實有關資料是否真實及正確。本人在此確認以下簽名代表本人同意授權有關政府決策局/部門/機構/公司(包括但不限於學生資助處、社會福利署、職訓局轄下的成員機構、銀行和僱主)可向運房局或職訓局提供本人與此申請相關的個人資料(包括但不限於有關部門就全日制飛機維修工程高級文憑或職專文憑(飛機維修)學費批予本人的學費資助/助學金資料)，以使後者在處理本申請時可披露、查詢或核對這些資料。本人亦明白，以欺騙手段取得金錢利益而漏報資料或作出失實陳述，即屬違法，運房局對違法者可循法律程序追究法律責任。

I am aware that the Vocational Training Council (VTC) and the Transport and Housing Bureau (THB) will rely on the information provided by me and the information obtained from the relevant organisations in accordance with the signed Consent Form to determine my eligibility for receipt of reimbursement of fees from the Maritime and Aviation Training Fund and to assess the amount of reimbursement to be offered. My consent and authorization is hereby given to VTC and THB, in assessing my eligibility for this application, to disclose, enquire and verify my personal data given in this application form with my personal data collected by other organizations for any other purposes so as to verify if such data are true and accurate. I hereby confirm that my signature below constitutes my authorisation given to relevant government bureaux/departments/organisations/companies (including but not limited to SFO, SWD, VTC member institutions, bank and employers), to release my personal data in relation to this application (including but not limited to information on any grant / assistance for payment of tuition fee of the Higher Diploma in Aircraft Maintenance Engineering and the Diploma of Vocational Education (Aircraft Maintenance)) to THB or VTC, so that THB or VTC can compare and verify such data with those on this application form when processing my application. I also understand that any omission / misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.

本人明白，本人須符合《申請人須知》第4點的要求，即於在根據香港航空準則第145部批核的本地維修機構本地認可維修機構工作連續最少兩年，才可獲得學費發還。如本人未能遵守上述的條件，本人承諾會立即歸還按此計劃獲得的任何款項予運房局/職訓局。

I understand that my entitlement to the refund of tuition fee under the Scheme is subject to my compliance with the requirement of working in a local HKAR-145 AMO for a continuous period of at least two years under Point 4 of Notes for Applicants. If I cannot fulfill the aforesaid requirement, I undertake that I shall forthwith return to THB/ VTC any fund paid to me under the Scheme.

本人明白，運房局及職訓局有權覆檢本人的申請，以及在有需要時調整本人可獲發還的金額。本人承諾在運房局或職訓局提出要求時，立即將本人多收的款項歸還香港特別行政區政府。

I understand that THB and VTC have the right to review my application and adjust my entitlements for reimbursement if necessary. I undertake to refund immediately to the Government of the Hong Kong Special Administrative Region any overpayment made to me upon demand.

申請人簽署
Signature of Applicant _____ 日期
Date _____

父母或監護人簽署
(如申請人不足18歲)
Signature of parent or guardian
(for applicants aged under 18) _____ 日期
Date _____

父母或監護人姓名
Name of parent or guardian _____

* 刪除不適用者 Delete where appropriate.

海運及空運人才培訓基金
飛機維修專門課程部分學費退還計劃申請書
**Application Form for Partial Tuition Refund Scheme
for Specialised Aircraft Maintenance Programme
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申請書覆函

ACKNOWLEDGEMENT OF APPLICATION

我們已收到及正處理你的申請。申請結果將稍後另行以電郵通知。

Your application for refund has been received and is now being processed. Application result will be announced by email in due course.

申請編號 (只供辦事處填寫)

Application No. _____ (For office use only)

姓名 (請填上你的姓名和地址)
Name _____ (Please fill in your name and address)
地址 Address _____

姓名 (請填上你的姓名和地址)
Name _____ (Please fill in your name and address)
地址 Address _____



海運及空運人才培訓基金
飛機維修專門課程部分學費退還計劃
Partial Tuition Refund Scheme
for Specialised Aircraft Maintenance Programme
under the Maritime and Aviation Training Fund

個人資料使用同意及授權書

Consent and Authorization Form for Use of Personal Data

本人_____ (姓名), 香港永久性居民身份證號碼_____(), 現同意並授權由有關政府決策局/部門/機構/公司 (包括但不限於學生資助處、社會福利署、職訓局轄下的成員機構、銀行和僱主) 核實本人於「海運及空運人才培訓基金飛機維修專門課程部分學費退還計劃申請書」內的個人資料, 並同意有關政府決策局/部門/機構/公司向運房局和職訓局提供核實資料的結果, 包括但不限於有關部門就全日制飛機維修工程高級文憑或職專文憑 (飛機維修) 學費批予本人的學費資助/助學金資料。

I _____ (Name), holder of Hong Kong Identity Card _____ (), hereby give consent and authorization to the relevant government bureaux/departments/organisations/companies (including but not limited to SFO, SWD, VTC member institutions, bank and employers) to verify my personal data as stated in my Application Form for the Partial Tuition Refund Scheme for Specialised Aircraft Maintenance Programme under the Maritime and Aviation Training Fund and to release the result of the same to THB and VTC including but not limited to information on any grant / assistance for payment of tuition fee for the Higher Diploma in Aircraft Maintenance Engineering or the Diploma of Vocational Education (Aircraft Maintenance).

中文姓名

Chinese Name :

英文姓名

English Name :

(請依照香港身份證上的姓名次序填寫)

(Please write the name in the same order as recorded in your Hong Kong Identity Card)

香港身份證號碼

Hong Kong Identity Card No. :

簽署

Signature :

日期

Date :
