

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）（前稱「中專教育文憑（飛機維修）」），及在畢業後投身飛機維修工作，這有助吸引更多新血加入飛機維修業，繼續推動行業的持續發展。

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) (formerly known as the 'Diploma in Vocational Education (Aircraft Maintenance)') and join the aircraft maintenance industry after graduation, which will help attract new blood and support the sustainable development of the aircraft maintenance industry.

2. 這項計劃於 2014 年 4 月 1 日起運作五年，由職訓局協助實施。職訓局每年會分兩期處理此計劃的申請（即 4 月及 10 月）。職訓局將於 2014 年 10 月處理第一批申請。

This Scheme will be implemented for five years starting 1st April 2014, and is administered by VTC. VTC will process applications in two batches each year (i.e. April and October). In 2014, first batch of applications will be processed by VTC in October.

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

3. 就每項申請：

(a) 申請人必須 –

- (i) 是修讀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）（前稱「中專教育文憑（飛機維修）」）（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) (formerly known as the 'Diploma in 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

4. 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辦事處（學資處）的資助專上課程學生資助計劃、職訓局學費減免或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 (TSFS) administered by the Working Family and Student Financial Assistance Agency (WFSFAA), VTC fee remission or Comprehensive Social Security Assistance (CSSA) for payment of tuition fee of the recognised programme will be excluded from the calculation of refund under this Scheme.
5. 獲成功批核的申請人須於申請書D部（聲明書），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職訓局／運房局。
Successful applicants are required to acknowledge in Section D of the Application Form (Declaration) 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 VTC/THB any fund paid to him/her under the Scheme.
6. 在扣除第4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%，或上限30,000港元（以數額較小者為準）。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 4 above, each successful applicant will be refunded 50% of the total tuition fee paid for the recognised specialised aircraft maintenance programme, subject to a maximum sum of HK\$30,000 (whichever is the less). 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

7. 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10(d)點）。第一期的款項將於截止申請後（請參看第8點）最少六星期後發放。第二及第三期則於次年及第三年的六月／十二月（視乎申請截止日而定）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 10(d) below). The 1st installment of refund will be released at least six weeks after the application deadlines as mentioned in point 8 below. Depending on the application deadline, the 2nd and 3rd installments of refund will be released in June / December the following year and the year after respectively.

申請手續 Procedures for application

8. 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書（同意書）郵寄或親身於學院辦公時間內交回至所屬分校（即：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））。於計劃的五年推行期內，職訓局會每年接受兩次申請，申請截止日分別是四月三十日及十月三十一日。
Applicants should complete and submit the Application Form and the Consent Form for Usage 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 campus (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). Applications will be accepted twice a year during the five Scheme years with deadlines on 30 April and 31 October respectively.
9. 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。申請人如未能提供所需的所有資料，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. Incomplete application forms will not be processed.
10. 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；

- (b) 學資處資助專上課程學生資助計劃助學金的通知書（如適用）；
- (c) 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
- (d) 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;
- (b) Notification letter of TSFS grant (if applicable);
- (c) Document to certify the applicant's employment issued by an approved local HKAR-145 AMO; and
- (d) The front page of the bank passbook or 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).

11. 在有需要時，職訓局會要求申請人就所提交的資料作出解釋或提供補充資料，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.
12. 所有已遞交的申請書及證明文件副本概不退還。申請人應自備副本，以作參考。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.

私隱 Privacy

13. 申請人有責任向職訓局及運房局提供申請書及同意書所要求的關於其個人的資料。職訓局會根據個人資料私隱專員所發出的《身分證號碼及其他身分代號實務守則》第 3.2.1.2 條，要求申請人提供其香港身份證副本。如申請人未能遵照上述要求，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，職訓局及運房局將作下列用途：(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及向學資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；(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 VTC and THB pertaining to their personal data, as required in the Application Form and the Consent Form. In accordance with section 3.2.1.2 of the Code of Practice on the Identity Card Number and the Personal Identifiers issued by the Privacy Commissioner for Personal Data, applicants are requested to furnish a copy of their Hong Kong Identity Card. If an applicant fails to comply with these requirements, VTC may not be able to process his/her application. VTC and THB 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 MATF, including but not limited to obtaining detail information of the applicants under the CSSA Scheme from the Social Welfare Department and those under TSFS from WFSFAA; (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，向特區政府的政策局／部門，以及僱主披露。The personal data and other supplementary information that are provided in the Application Form and Consent Form may be disclosed to Government policy bureaux and departments and employer for the purposes mentioned in point 13 above or where such disclosure is authorised and required by law.
15. 如有需要，職訓局及運房局會為上文第13段所述的目的，聯絡有關僱主、其他政府部門及組織、和職訓局轄下的成員機構，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。If necessary, VTC and THB will contact the relevant employer, other government departments and organisations, and VTC member institutions to verify the data provided in the application with those held by them. VTC and THB may also, according to the signed Consent Form, obtain relevant information from the relevant organisations for the purposes mentioned in point 13 above.
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。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.
17. 如欲查詢或要求改正申請書上的個人資料，可以書面方式向職訓局提出。Enquiries concerning the personal data provided in the applications and requests for the correction of such data may be made in writing to VTC.

查詢 Enquiries

18. 如有任何查詢，請發電郵至 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.



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

申請編號
Application No.

(只供辦事處填寫 For office use only)

A 部 Section A
個人資料 Personal Particulars

英文姓名
Name in English 姓氏 Surname _____ 名字 Given name _____

中文姓名
Name in Chinese _____ 中文姓名電碼
Chinese Name in Code _____ - _____ - _____

出生日期
Date of Birth _____ (日/月/年 D/M/Y) 性別 Sex 男 Male 女 Female

香港身分證號碼
Hong Kong Identity Card Number _____ ()

住址
Residential Address _____

聯絡電話
Contact Telephone Number _____ 電郵地址
E-mail Address _____

B 部 Section B
申請發還課程費用的資料 Information on Course fee to be reimbursed

<p>已獲取的資歷 Award Obtained</p> <p>取得資歷日期(月/年) Date of obtaining the qualification (MM/YYYY)</p> <p>是否已獲取以下資助? Have you obtained the following?</p> <p>學資處的資助專上課程學生資助計劃下的助學金 TSFS grant <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No</p> <p>職訓局的學費減免 VTC Fee Remission <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No</p> <p>綜合社會保障援助 CSSA <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No</p> <p>如獲發還款項，請存至以下帳戶： Please release the refund (if any) to the following bank account:</p> <p>銀行名稱 Bank Name _____</p> <p>戶口號碼 Account Number _____</p> <p>戶口持有人姓名 (必須提供英文姓名) Bank Holder Name (must be in English) _____</p>	<p>Higher Diploma in Aircraft Maintenance Engineering 飛機維修工程高級文憑 / Diploma of Vocational Education (Aircraft Maintenance) (formerly known as 'Diploma in Vocational Education (Aircraft Maintenance)') 職專文憑 (飛機維修) (前稱「中專教育文 憑 (飛機維修)」)*</p> <p>_____</p> <p style="text-align: center;">(格式：銀行編號-分行編號-戶口號碼) (format: bank code-branch code-account no.)</p>
--	--

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？ Is your current job related to aircraft maintenance?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No

D 部 Section D 聲明書 Declaration

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.

本人已細閱《申請人須知》，並完全明白所有內容。現特此聲明：本人在這份申請表內所填報的各項資料，盡本人所知，均屬詳盡而真實的資料。I have read and fully understood the “Notes for Applicants”. I declare that the information provided by me in this Application Form is complete and true to the best of my knowledge.

本人明白，職業訓練局（以下簡稱“職訓局”）及運輸及房屋局（以下簡稱“運房局”）將依據本人所提供的資料及依據已簽妥的同意書向有關機構所索取的相關資料，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，以及評估本人可獲發還的金額。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 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. 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，要獲得學費發還，本人須符合申請人須知第 5 點的要求，即於在根據香港航空要求第 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。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職訓局／運房局。I am aware 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 5 of Notes for Applicants. Should it be found that I cannot fulfill the aforesaid requirement, I acknowledge that I shall forthwith return to VTC/THB any fund paid to me under the Scheme.

本人同意申請表中填報的僱主向職訓局及運房局提供本人的個人資料，以便職訓局及運房局核實本人就這宗申請而提供的資料。I also give my consent to the employer I provided in this application to release my personal data to VTC and THB for the purpose of processing my application or verifying the information provided in this application.

本人明白，職訓局及運房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。本人承諾在職訓局或運房局提出要求時，立即將本人多收的款項歸還香港特別行政區政府。I understand that VTC and THB 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
under the Maritime and Aviation Training Fund**

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發信通知。

Your application for refund has been received and is now being processed. Application result will be announced by another notification at a later stage.

申請編號

(只供辦事處填寫)

Application No. _____

(For office use only)

姓名

Name

地址 Address

(請填上你的姓名和地址)

(Please fill in your name and address)

姓名

Name

地址 Address

(請填上你的姓名和地址)

(Please fill in your name and 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

個人資料使用同意書

Consent Form for Usage of Personal Data

本人_____ (姓名)，香港永久性居民身份證號碼_____ ()，現同意由社會福利署核實本人於「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」內填報的綜合社會保障援助(綜援)資料，並同意該署向運輸及房屋局和職業培訓局提供核實資料的結果，包括但不限於當局就職專文憑(飛機維修)(前稱「中專教育文憑課程(飛機維修)」)學費批予本人的綜援金額資料。

I _____ (Name), holder of Hong Kong Identity Card _____ (), hereby give consent to the Social Welfare Department to verify the status of my Comprehensive Social Security Assistance (CSSA) 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 the Transport and Housing Bureau and the Vocational Training Council including but not limited to information such as the amount of CSSA assistance granted to me for the payment of tuition fee for the Diploma of Vocational Education (Aircraft Maintenance) (formerly known as the 'Diploma in Vocational Education Programme (Aircraft Maintenance)').

正楷中文姓名(如適用) Chinese Name (if applicable)

正楷英文姓名 English Name in Block Capitals

(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 :
