



持續進修基金辦事處

OFFICE OF THE CONTINUING EDUCATION FUND

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Room 916, 9/F., Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung, New Territories.

電話 Telephone 3142 2277 圖文傳真 Fax No. 2152 9898, 2152 9899

<Applicant's Name>
<Applicant's Address>
<Application Number>

<Date of issuance>

<Applicant's Name>,

The Continuing Education Fund – Extension of Validity Period

The Continuing Education Fund (CEF) was set up in April 2002 to encourage people to pursue continuing education and training courses in specified sectors. We need to set appropriate parameters such as on the coverage of courses, eligibility criteria, amount of subsidy and time limit etc. for the scheme. All these parameters are subject to reviews and refinement.

According to the recent review on CEF, with effect from 1 September 2007, the upper age limit of eligible applicants of the CEF will be lifted from 60 to 65 (at the time of application and on seeking reimbursement of fees). Courses on Spanish and Korean are also eligible for registration under the language domain of the CEF. In addition, with effect from 1 December 2007, the validity period for making reimbursement claims for the CEF will be extended from two to four years. A maximum of four claims will also be allowed within the four-year validity period.

According to our record, your CEF application was approved on <approval date> and there is still <unclaimed balance> unclaimed balance in your account. A 'Reimbursement Claim Form' (SFAA193) is enclosed for your future use. As your reimbursement deadline will be automatically extended to <extended deadline>, please submit your reimbursement claim after successful completion of the course(s) not later than the extended deadline, or before the date you reach the age of 65 (whichever date is earlier), while other reimbursement criteria remain unchanged. **Late submission will not be considered.** For our convenience, please do not fill in the reimbursement claim form any courses that have been reimbursed before.

Please retain this letter as a confirmation of your reimbursement deadline. If you have any enquiries, please visit our website: <http://www.sfaa.gov.hk/cef> or email to cef@sfaa.gov.hk or contact us at 3142 2277.

Office of the Continuing Education Fund

Encl: SFAA193, SFAA195, SFAA204 & 208, SFAA205

(This is a computer-printed letter and no signature is required.)

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