



Continuing Education Fund

Guidance Notes for Application

Part I – General Information

1. CONTINUING EDUCATION FUND

1.1 The Continuing Education Fund (CEF) subsidizes adults with learning aspirations to pursue continuing education and training courses. Eligible applicants will be reimbursed 80% of their fees, subject to a maximum sum of HK\$10,000, (whichever is the less) on successful completion of a reimbursable course. The fees for more than one course may be reimbursed, subject to the maximum ceiling of HK\$10,000 per applicant not being exceeded.

2. ELIGIBILITY

2.1 **Which courses?** Continuing education and training courses approved by the Secretary for Labour and Welfare. Information on the reimbursable courses can be obtained from the Office of the Continuing Education Fund (OCEF) and registered course providers, on the following website –

<http://www.sfaa.gov.hk/cef>

2.2 **What fees may be reimbursed?**

Only payments made for tuition fees for reimbursable courses, and examination fees for taking designated benchmark examinations in respect of language courses are reimbursable expenses. The fees will be reimbursed only if the applicant has successfully completed the courses before the expiry of the reimbursement deadline and in respect of language courses, passed the specified benchmark examinations at the specified (or higher) level. Other fees, and any study mileage and discounts, such as for early enrolment, late charges and change of course fee charges are not eligible for reimbursement.

2.3 **Who is eligible?** Persons who –

- are Hong Kong residents who have the right of abode or the right to land or to remain in Hong Kong without restriction, i.e. “A” (right of abode), “R” (right to land) or “U” (remain in Hong Kong without restriction) should appear below the date of birth on the HK Smart ID card. For details of the meaning of symbols, please visit the website of the Immigration Department <http://www.immd.gov.hk>. Holders of one-way permits from Mainland China may also apply. (A copy of the one-way permit and the HK Smart ID card should be attached to the application form);
- have enrolled in and paid the tuition fee for a reimbursable course before the course commences; and
- are aged from 18 to 65 at the time of application and on seeking reimbursement of their fees.

2.4 **Other conditions –**

- Each applicant may obtain approval once a lifetime only.** Applicants who have obtained approval in-principle for reimbursement of fees may enroll in other reimbursable course(s) and **need not** submit a second application. However, the reimbursement deadline remains. Applicants who **withdraw** their applications of their own accord may not submit further applications.
- A successful applicant may submit a maximum of **4 claims** for reimbursement and, in any event, within **4 years** from the date that the application was approved. Each claim may

include more than one reimbursable course. Each applicant is entitled to a maximum sum of HK\$10,000.

- In respect of any courses for which the fees are to be reimbursed, the conditions set out in section 2.3 are fully met and, upon seeking reimbursement of the fees, the applicant must not have obtained any other publicly-funded financial assistance for the same course, such as –
 - grants or loans from the Financial Assistance Scheme for Post-secondary Students administered by the Student Financial Assistance Agency (SFAA);
 - reimbursement of training costs and examination fees for the same English training courses and English language tests under the Funding Scheme for Workplace English Training; and
 - government-financed loans administered by the Open University of Hong Kong.

For avoidance of doubt, loans for tuition fee payments obtained from the publicly-funded Non-means Tested Loan Scheme administered by SFAA are not subsidised loans. If such loans are borrowed towards the payment of fees for a reimbursable course of study recognised for the purpose of CEF, the fees may be eligible for reimbursement subject to all other criteria being met. The CEF reimbursement may be used to offset any outstanding NLS loans so borrowed by the applicant for paying the tuition fee in respect of the same course. Any remaining balance of the CEF reimbursement after offsetting will be credited to the designated account of the applicant.

3. HOW TO APPLY

- Complete the application form (SFAA 192) which is available from District Offices, OCEF and this website – <http://www.sfaa.gov.hk/cef>. The completed application form together with a photocopy of the applicant’s HK Smart ID card and if applicable one-way permit should be submitted **by post** to:
The Office of the Continuing Education Fund
Room 916, 9/F.,
Kwai Hing Government Offices,
166-174 Hing Fong Road,
Kwai Chung, New Territories.

Applicants may also place their applications in the **drop-in box** on 12/F., Cheung Sha Wan Government Offices.

4. DEADLINE FOR APPLICATIONS

- Applications are processed on a first-come-first-served basis, subject to the availability of funds. Applicants should submit their applications as soon as they have been enrolled in, and have paid for, the first course for which reimbursement of fees is to be made and, in any event, **before the commencement of that course**. Late applications will not be accepted.
- The date of receipt of the application by OCEF will be taken as the date of application.

5. NOTIFICATION OF APPLICATION RESULTS AND PAYMENT ARRANGEMENTS

- For applications containing complete information, application results will be issued within **12 working days** from the date of receipt of applications. If the information provided is incomplete or there are discrepancies in the information provided,

(如欲索取中文版本，請與持續進修基金辦事處聯絡)

applicants will be requested to give an explanation or provide supplementary information, in which case the processing time will be longer.

- 5.2 Applicants who would like to receive an “Acknowledgement of Receipt of Application” should attach a stamped and self-addressed envelope and submit it to OCEF, together with the application form. Please mark “Request for Acknowledgement of Receipt of Application” on the envelope. If no stamped and self-addressed envelope is attached, OCEF will not issue any acknowledgement notification.
- 5.3 If applicant does not receive any reply from OCEF **4 weeks from the date of submission**, please contact us at 3142 2277.
- 5.4 Each successful applicant will be provided with a Reimbursement Claim Form (RCF) which should be submitted after successful completion of the course(s) and, in any event, within **4 years** from the date the application was approved.
- 5.5 A claimant should submit to OCEF the completed and certified RCF together with copies of supporting documents (fee receipts, documentary proof that the claimant has successfully completed the courses and the front page of his/her bank passbook/statement showing the name, account number and bank name / bank code). **“Successful completion”** of the course means that the claimant must pass the course assessment as required by the course provider. Each course provider would have its own method of assessing successful completion of courses, including but not limited to examinations. Documentary proof of successful completion of the course may include a certificate of award, a letter or a transcript from the course provider certifying that the claimant has passed the relevant course assessment.
- 5.6 **Claimants studying language courses (except written Chinese) are additionally required to pass a specified benchmark test at the specified (or higher) level** within the 4-year validity period. Benchmark tests should be taken after the course has commenced and before the expiry of the validity period. Claimants cannot make use of the same benchmark examination to support the claim for more than one language course. Information on the specified benchmark tests and levels of the language courses can be obtained from the Reimbursable Course List in CEF website. Benchmark Test / Examination fees may also be reimbursed if accompanied with a claim for the relevant language course. Full details are given in the Guidelines on the Reimbursement Procedures for the Continuing Education Fund (SFAA 204) which is attached with the approval in-principle letter.
- 5.7 Copies of all submitted supporting documents are not returnable. Claimants should **retain copies** for their own reference.
- 5.8 Reimbursement will be made by direct credit to the saving/current account nominated by the claimant for receipt of the reimbursement. The name of the claimant on the account **must** be exactly the same as the name on the HK Smart ID Card. Credit card accounts, fixed deposit accounts and foreign currency deposit accounts are not acceptable accounts for direct credit of the reimbursement.
- 5.9 Payment will be made **within 6 weeks** from the date of receipt of the RCF, subject to complete and satisfactory supporting documents being provided. In case the CEF reimbursement has to be made to offset the NLS loans, the payment processing time will be longer.
- 5.10 Each applicant may make **4 claims** of reimbursement, subject to a ceiling of HK\$10,000 within **4 years** from the date the application was approved. The CEF account for the applicant will be closed once the fourth reimbursement has been made or when the full sum of HK\$10,000 has been drawn or at the end of the 4-year period notwithstanding any unclaimed balance remaining in the account. Applicants are not eligible to re-apply in future. For updated information of CEF, please visit CEF website <http://www.sfaa.gov.hk/cef>.

6. HANDLING OF INFORMATION

- 6.1 Applicants are obliged to supply information pertaining to their personal data, as required in the application. 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 Smart Identity Card. If an applicant fails to comply with these requirements, OCEF may not be able to process his / her application. OCEF will use the personal data provided in the applications for the following purposes –
 - (a) Activities relating to the processing and counter-checking of an application under the Continuing Education Fund, including the matching of the personal data provided against other data-bases as may be required for the purpose of verifying the criteria set out in section 2.3 above.
 - (b) Activities relating to the recovery of payments, if any.
 - (c) Statistics and research.
 - 6.2 The personal data and other supplementary information that are provided in the application may be disclosed to Government policy bureaux and departments and course providers for the purposes mentioned in section 6.1 above or where such disclosure is authorized and required by law.
 - 6.3 If necessary, OCEF will contact the course providers, other government departments and organizations to verify the data provided in the application with those held by them for the purposes mentioned in section 6.1 above.
 - 6.4 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.
 - 6.5 Enquiries concerning the personal data provided in the applications and requests for the correction of such data may be made in writing to: Office of the Continuing Education Fund, Room 916, 9/F., Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung, New Territories.
- ## 7. OTHER MATTERS
- 7.1 It is an applicant’s responsibility to complete the application form fully and truthfully and attach all the necessary supporting documents. Any misrepresentation or omission may lead to rejection of application and / or full recovery of payments made and possibly court proceedings. Applicants are reminded that it is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable on conviction to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong). It is also an offence under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) to offer any advantages (e.g. money, gift etc.) to an employee of OCEF or the Student Financial Assistance Agency as an inducement to or reward for facilitating or expediting the processing of applications.
 - 7.2 In the event that there is overpayment due to error of calculation, the amount overpaid must be refunded by the applicant in one lump sum upon demand.
 - 7.3 Applicants should check the personal data and course data contained in the Application Approval Letter, Notification of Payment etc. Should there be any discrepancies in information such as the name of the course provider, course of study, correspondence address or the bank account number, OCEF should be notified in writing **immediately**.
 - 7.4 OCEF would welcome any feedback you may have on the scheme and the quality of the courses. Any comments may be sent to OCEF or its E-mail address cef@sfaa.gov.hk.

8. THE PUBLIC'S ROLE AND RIGHT OF APPEAL

8.1 We welcome any comments and suggestions on our services and on the way they are delivered. There may be occasions when we are unable to meet the targets pledged. In such instances, all applicants are entitled to a full and prompt explanation. If an explanation is required or if you feel that your application has not been dealt with properly, you may telephone, visit or write to us by post or E-mail. We shall respond to you immediately if the information is readily available. In other cases, we shall provide a written response within 21 days on receipt of the complaint and at least an interim reply within 10 days.

8.2 If you feel that your application has not been dealt with fairly or that our response to your complaint is not satisfactory, you may

write to the Controller, Student Financial Assistance Agency for his personal attention at the following address –

Student Financial Assistance Agency
12/F., Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road
Kowloon
(Fax No. : 2519 3857)
(E-mail : wg@sfaa.gov.hk)

8.3 To facilitate early processing of applications and reimbursement of approved fees, we appeal to all applicants to provide complete and accurate information in their applications.

End of Part I

Part II – How to Complete the Application Form

Please complete Parts A to E according to the instructions given in the Application Form and in the following notes. An example is shown below:

PART A - Personal Data

1. Name in Chinese

- Please fill in your name in Chinese as recorded in your Hong Kong Smart Identity Card, if applicable.

2. Chinese Character Code

- Please fill in the Chinese Character Code as recorded in your Hong Kong Smart Identity Card.
- Please start from the first box.

3. Name in English

- Please fill in your name in English block letters as recorded in your Hong Kong Smart Identity Card.
- Please start from the first box, fill in surname first and then other name. Leave a space between each word. Punctuation marks are not necessary.

4. Title

- Please fill in the appropriate number.

5. Hong Kong Smart Identity Card Number

- Please fill in your Hong Kong Smart Identity Card number.
- Your data should be right-justified.
- For example,

68	Z	7	6	5	4	3	2	(1)
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6. Date of Birth

- Please fill in your date of birth as recorded in your Hong Kong Smart Identity Card.
- For example, a person who was born on 1 July 1977 should fill in

77	0	1	0	7	1	9	7	7
	D	D	M	M	Y	Y	Y	Y

- If month and day are not specified in your Hong Kong Smart Identity Card, please fill in "0101" in the "DDMM" field.

7. Are you a degree holder

- Please fill in "Y" or "N" to indicate whether you are a degree holder (This information is used for statistics only).

8. Correspondence Address

- Please fill in your correspondence address in English block letters in the boxes provided.
- Please start from the first box and leave a space between each word. Punctuation marks are not necessary.
- For box 186, please fill in the appropriate number.
- If it is a P.O. Box address, please start from box 96.
- If your residential address is not the same as your correspondence address, please indicate your residential address in Part D – "Additional Information of Applicant".

9. Residential Phone Number

- Please fill in your residential phone number in the boxes provided.
- Please start from the first box.

10. Other Contact Phone Number

- Please fill in your other contact phone number, such as your mobile phone number or pager number in the boxes provided.
- Please start from the first box.

持續進修基金申請表
CONTINUING EDUCATION FUND (CEF)
APPLICATION FORM

由辦事處填寫 For Office Use Only

Date: _____
No: _____

在填寫表格前請先參閱「申請指引」[SFAA191C]，請用黑色或深藍色原子筆，以正確填寫本表格。
Please refer to the "Guidance Notes" [SFAA191] and complete all items in block letters with a blue or black pen.
申請人如已獲得初步批准，便不需於其他「可獲發還款項課程」開課前再遞交第二份申請。
Applicants who have obtained approval in-principle need not submit a second application before the commencement of other reimbursable course(s).

甲部 PART A 個人資料 PERSONAL DATA

中文姓名(須填明) 常進修 中文編號 Chinese Character Code: 16 1603 6641 2208

英文姓名 Name in English: SEUNG CHUN SAU DILIGENT

香港身份證號碼 Hong Kong Smart Identity Card No: Z7654321 出生日期 Date of Birth: 01071977

通訊地址 Correspondence Address (請用正楷填寫，如住址與通訊地址不同，請在此項下填「中港人居住資料」欄位)
Room No. A Floor 12 Block
SHING SAK COURT
KWAN LIK GARDEN
321 YUNG KUNG ROAD

住宅電話號碼 Residential Phone No.: 12345678 其他聯絡電話號碼 (傳真號碼 / 傳呼號碼) Other Contact Phone No.: 98989898

乙部 PART B 就讀課程資料 INFORMATION ON COURSE OF STUDY

院校 / 辦學機構名稱 Name of Institution / Course Provider: ABC INSTITUTE OF CONTINUING EDUCATION
持續進修基金學院代碼 CEF Institution Code: 888 持續進修基金課程編號 CEF Course Code: 2112345-6
課程名稱 CEF Course Title: DIPLOMA IN BUSINESS ADMINISTRATION

實際已付學費 Actual Tuition Fees Paid: HKS 18000
開課日期 (日/月/年) Commencement Date (DD/M/Y): 3/1/2008

* 申請人須於開課日期前遞交申請至持續進修基金辦事處。
Applicant should submit the application to the Office of the Continuing Education Fund before the course commences.

丙部 PART C 院校 / 辦學機構證明 CERTIFICATION BY THE INSTITUTION / COURSE PROVIDER
申請人在遞交申請前須先將中職英文字樣填寫及蓋章。
Applicants should submit the form to the institution for certification and completion before submission.

茲證明申請人已繳取修讀乙部所申報之課程，而申請人所提供的已付費用及開課日期均屬正確。
This is to certify that the applicant has enrolled in the course as stated in Part B and the information in respect of the fees paid and the commencement date provided by the applicant are correct.

27 DEC 2007

日期 Date

院校印章 Stamp Chop of Institution

HKID 201 ADD 206 SIGN 299 CERT 210 AC 211 VP 212 AG 213 RS 214
OTH 215 IC 216 CC 221

Processed by: _____ Checked by: _____

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PART B - Information on Course of Study

1. Name of Institution / Course Provider

- Please fill in the name of the institution or course provider of the course as published in the "reimbursable course list".

2. CEF Institution Code

- Please fill in the institution code of the course as published in the "reimbursable course list".

3. CEF Course Code

- Please fill in the course code as published in the "reimbursable course list".

4. CEF Course Title

- Please fill in the course title as published in the "reimbursable course list".

5. Actual Tuition Fees Paid

- Please fill in the actual tuition fees paid for this course.
- Please refer to Section 2.2 of Part I of the Guidance Notes on the reimbursable fees.

6. Commencement Date

- Applications should be made before the commencement of the course.
- Please follow the D/M/Y format.

PART C -

Certification by the Institution / Course Provider (Applicant should submit the form to the institution for certification and completion before submission)

1. Certification by the Institution / Course Provider

- This part should be completed and chopped by the institution / course provider certifying that the course information provided in Part B by the applicant is correct.

PART D - Additional Information of Applicant

1. Additional Information of Applicant

- Please fill in your residential address here if it is not the same as your correspondence address or any other additional information that you consider necessary.

PART E - Declaration

1. Name of Applicant

- Please fill in your name in English block letters as recorded in your Hong Kong Smart Identity Card. Punctuation marks are not necessary.

2. Hong Kong Smart Identity Card Number

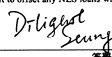
- Please fill in your Hong Kong Smart Identity Card number.

3. Signature of Applicant

- Please read carefully the declaration before you sign.

4. Date

- Please fill in the date you sign this form.

丁部 PART D	申請人附加資料 ADDITIONAL INFORMATION OF APPLICANT
(如有需要, 可以加貼補充 Use separate sheet if necessary)	
戊部 PART E	聲明書 DECLARATION
本人 (申請人姓名) _____, 持香港智能身份證號碼 _____, 擁有香港特別行政區 (香港) 居留權 / 香港入境權 / 獲准逗留香港的許可而不受任何逗留條件的限制 / 持單程證從中國大陸來港定居。	
I, <u>SEUNG CHUN SAU DILIGENT</u> , holder of Hong Kong Smart Identity Card No. <u>Z 765432(1)</u> , have the right of abode in the Hong Kong Special Administrative Region (Hong Kong) / right to land in Hong Kong / permission to stay in Hong Kong without restriction / came to Hong Kong on one-way permit from Mainland China.	
本人已閱讀《持續進修基金申請指引》[SFAA191C], 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, 均屬準確而真實的資料。	
本人知道, 持續進修基金辦事處 (以下簡稱「辦事處」) 將依據本人所提供的資料, 決定本人是否符合獲持續進修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, 為了以欺騙手段取得金錢利益而提供資料或作出失實陳述, 即屬犯罪, 對違犯者可循法律程序追究法律責任。	
本人授權辦事處按申請指引第 1 部分第 6 段的內容, 處理本人就該申請所提供的個人資料及其他資料。本人亦同意本人所屬的院校或辦事機構向辦事處提供本人的個人資料, 以便辦事處處理本人的申請或核實本人就該申請所提供的資料。	
本人明白, 辦事處有權覆核本人的申請, 以及在有需要時調整本人可獲發還的金額。本人承諾在辦事處提出要求時, 將本人多收的款項歸還香港特別行政區政府。	
此外, 本人同意辦事處可將發還的款項用作償還本人向入息審查貸款計劃借用以支付同一課程學費的貸款。	
I have read and fully understood the "Guidance Notes on the Continuing Education Fund" [SFAA191]. I declare that the information provided by me in this application form is complete and true to the best of my knowledge.	
I am aware that the Office of the Continuing Education Fund (OCEF) will rely on the information provided by me to determine my eligibility for receipt of reimbursement of fees from the Continuing Education 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.	
I authorize the OCEF to handle the personal data / information provided in this application in accordance with section 6 in Part I of the Guidance Notes. I also give my consent to the institution / course provider concerned to release my personal data to the OCEF for the purpose of processing my application or verifying the information provided in this application.	
I understand that the OCEF has the right to review my application and adjust my entitlements for reimbursement if necessary. I undertake to refund to the Government of the Hong Kong Special Administrative Region any overpayment made to me upon demand.	
Moreover, I give my consent that OCEF may use the reimbursement to offset any NLS loans which I have borrowed for payment of the tuition fee in respect of the same course.	
 簽署及日期 Signature & Date <u>1 / 12 / 2007</u>	
己部 PART F	注意事項 NOTES
1. 請填妥申請表格, 連同香港智能身份證副本及單程證副本(如適用)一併於開課前遞交至持續進修基金辦事處(郵寄地址: 新界葵涌興芳路 166-174 號葵興政府合署 916 室)。 Please submit your application by completing the application form together with a copy of your Hong Kong Smart Identity Card and if applicable one-way permit to the Office of the Continuing Education Fund (Postal address: Room 916, 9/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung, New Territories) before the course commencement date.	
2. 所有已遞交的文件概不退回。 All submitted documents are not returnable.	
3. 申請人如在遞交申請表格後, 需要更改所填報的資料 (例如通訊地址或聯絡電話), 請盡快填妥並交回「更改個人資料通知書」[SFAA196] 至本辦事處。「更改個人資料通知書」可於 http://www.sfaa.gov.hk/cef/ 下載。 If you need to change the information that you have provided to us after submitting your application (e.g. your correspondence address or contact number), please notify us as soon as possible in writing by using the "Notification of Change of Personal Data" [SFAA196] which can be downloaded from http://www.sfaa.gov.hk/cef/ .	
4. 申請人須注意, 根據防止賄賂條例 (香港法例第 201 章), 任何人向持續進修基金辦事處或學生資助辦事處的僱員提供任何利益 (例如金錢或款項等), 作為該人員協助或加速處理申請的誘因或報酬, 即屬違法。 Applicants are reminded that it is an offence under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) to offer any advantages (e.g. money, gift, etc.) to an employee of OCEF or the Student Financial Assistance Agency as an inducement to or reward for facilitating or expediting the processing of applications.	
5. 申請人如在遞交申請表格後四星期仍未收到辦事處的回應, 請致電 3142 2277 與辦事處職員聯絡。 If you do not receive any reply from us four weeks from the date that you have submitted your application, please contact us at 3142 2277.	
6. 持續進修基金辦事處的辦公時間: 星期一至五 上午八時四十五分至下午 一時正, 下午二時至五時四十五分。 Office hour of the Office of the Continuing Education Fund: Monday to Friday 8:45am - 1:00pm, 2:00pm - 5:45pm.	
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End of Part II

ENQUIRIES

Enquiries about the Continuing Education Fund should be addressed to the Office of the Continuing Education Fund, Room 916, 9/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung, New Territories.

Office Hours:

Monday to Friday

8:45 a.m. – 1:00 p.m.

2:00 p.m. – 5:45 p.m.

Website:

<http://www.sfaa.gov.hk/cef>

E-mail Address:

cef@sfaa.gov.hk

**24 – hour manned
Enquiry Number:**

3142 2277