



Continuing Education Fund

Notes on Completing the Reimbursement Claim Form

(如欲索取中文版本，請與持續進修基金辦事處聯絡。)

1 Eligible applicants will be reimbursed 80% of their fees, subject to a maximum sum of HK\$10,000. Please complete Parts A to C of the Reimbursement Claim Form according to the instructions given in the Reimbursement Claim Form and in the following notes.

1.1 **Part A – Personal Data**

1.1.1 Name in English

- ◆ Please fill in your name in English block letters as recorded in your Hong Kong Smart Identity Card. If your name has been changed after in-principle approval was given, please attach a copy of your Hong Kong Smart Identity Card for verification.
- ◆ 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.

1.1.2 Name in Chinese

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

1.1.3 Hong Kong Smart Identity Card Number

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

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1.1.4 Application No.

- ◆ Please refer to the Application Approval Letter to fill in your application number.

1.1.5 Bank Account No.

- ◆ Please fill in the bank account number for receiving reimbursement from CEF.
- ◆ Please start from the first box by filling in the bank code, branch code and your account number accordingly. (Please make enquiry from your bank for its bank code)
- ◆ The account must not be a time deposit account, a credit card account or a foreign currency account.
- ◆ Please attach a photocopy of the front page of the bank passbook / statement showing your name, account number and bank name / bank code. Your name on the account **must** be exactly the same as the name on the Hong Kong Smart Identity Card. Computer scanned or fax copies are not accepted.

1.1.6 Daytime Contact Phone No.

- ◆ Please fill in one daytime contact phone number, such as your mobile phone number or pager number.

1.2 **Part B – Application for Reimbursement of Fees**

1.2.1 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”.

1.2.2 CEF Institution Code

- ◆ Please fill in the code of the institution or course provider as published in the “Reimbursable Course List”.

1.2.3 CEF Course Title

- ◆ Please fill in the course title as published in the “Reimbursable Course List”.

1.2.4 CEF Course Code

- ◆ Please fill in the code of the course as published in the “Reimbursable Course List”.

1.2.5 Commencement Date

- ◆ Please fill in the commencement date of the course for which reimbursement of fees is to be made.

1.2.6 Actual Tuition Fees Paid

- ◆ Please fill in the actual tuition fees paid for the course. Please round down the amount to the nearest dollar and be right-justified.
- ◆ **Only tuition fees paid for courses in the “Reimbursable Course List” and examination fees for attending benchmark examinations in respect of language courses are reimbursable expenses.**

1.2.7 Date of Tuition Fee Paid

- ◆ Please fill in the date you paid the tuition fee.

1.2.8 Date of Course Completion

- ◆ Please fill in the date of completion of the course for which reimbursement of fees is to be made.

1.2.9 Certification by the Institution / Course Provider (To be completed by the institution)

- ◆ Applicants should submit the Reimbursement Claim Form to the institution for certifying that the course information provided in Part B(I) is correct before submitting it to the Office of the Continuing Education Fund (OCEF).

1.2.10 Course 2/3/4

If you intend to apply for reimbursement of fees for more than one reimbursable course, please provide the details under Course 2, 3 and 4, as appropriate.

* If you intend to claim for reimbursement of fees for more than four courses within one claim, please approach OCEF for a copy of “Reimbursement Claim Form (Supplementary Sheet)” [SFAA 206].

1.3 **Part C – Declaration**

1.3.1 Signature of Applicant
♦ Please read carefully the declaration before you sign.

1.3.2 Date
♦ Please fill in the date you sign this form.

2.1 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.
- (b) Activities relating to the recovery of payments, if any.
- (c) Statistics and research.

2.2 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 2.1 above or where such disclosure is authorized and required by law.

2.3 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 2.1 above.

2.4 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.

2.5 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.

3 In respect of any courses for which the fees are to be reimbursed, the applicant must not have obtained any other publicly-funded financial assistance for the same course, module or units of study credits, such as-

- (a) grants or loans under the Financial Assistance Scheme for Post-secondary Students administered by the Student Financial Assistance Agency (SFAA);
- (b) 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
- (c) 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.

4 Each applicant will be allowed a maximum of 4 opportunities to claim 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.