

Guidelines on the Reimbursement Procedures for the Continuing Education Fund (CEF)

General Points to Note

1. Please study the “Notes on Completing the Reimbursement Claim Form” [SFAA195] before completing the Reimbursement Claim Form (RCF) [SFAA193 / SFAA194].
2. 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. Each applicant may make **4 claims** of reimbursement 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 cannot re-submit application again in future.
3. Only courses on the reimbursable course list are eligible for reimbursement. The latest reimbursable course list can be obtained in CEF website: <http://www.sfaa.gov.hk/cef>.
4. The claimant should submit the RCF to the Office of the Continuing Education Fund (OCEF) after successful completion of course(s) and before the expiry of reimbursement deadline. “**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.
5. 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 course.
6. Each applicant may obtain approval once a lifetime only. If the claimant successfully completes other reimbursable courses within the 4-year validity period, he/she can make reimbursement claim in respect of the completed courses without making a fresh application before the course commences while the reimbursement deadline remains.
7. The claimant should complete all parts of the RCF, sign the form and attach all the required documents. Failure to provide all the necessary documents may lead to the rejection of the reimbursement claim.
8. The completed RCF and the supporting documents are not returnable. Claimants should **retain copies** for their own reference.
9. Reimbursement will be made by direct credit to the saving/current account nominated by the claimant. The name of the claimant on the account must be exactly the same as the name on the HK Smart ID Card.
10. Completed RCF and copies of the supporting documents 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*. Claimants may also submit the reimbursement claims in person by placing them in the **drop-in box** at *12/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon*.
11. For enquiries of the reimbursement procedures, please call the CEF enquiry hotline 3142 2277 or visit the website : <http://www.sfaa.gov.hk/cef> .

Reimbursement Procedures

1. A Reimbursement Claim Form (RCF) will be sent to the successful applicant together with the letter of approval-in-principle for the CEF.
2. The claimant should complete and sign the RCF after successful completion of the course(s).
3. The claimant has to obtain certification from the institution(s) /course provider(s) on the RCF before submitting it to OCEF.

4. In submitting the RCF to OCEF, the claimant should attach
 - copy(ies) of course fee receipt(s),
 - copy(ies) of documentary proof of successful completion of the course(s),
 - copy(ies) of the front page of the bank passbook or statement showing the claimant’s name, account number and bank name / bank code (name of account holder must be exactly the same as the name in the Hong Kong Smart ID Card).
5. **A claimant studying language courses (except written Chinese)** is additionally required to pass a specified benchmark test at the specified (or higher) level after the course has commenced and before the expiry of the 4-year validity period and submit
 - copy(ies) of documentary proof of passing the specified benchmark test(s) / examination(s) at the specified (or higher) level :
 - copy(ies) of benchmark test(s) / examinations fee receipt(s).
6. As it will take time to improve language proficiency, applicants pursuing language courses are encouraged to complete the whole course before taking specified benchmark tests / examinations. Applicants may make reimbursement claims after passing a specified benchmark test at the specified (or higher) level.
7. Reimbursement will be made by direct credit to the claimant’s bank account within 6 weeks from the date of receipt of the RCF, subject to complete and satisfactory supporting documents being provided.
8. If the claimant fails to provide all the required information, OCEF may approach the claimant for the supply of additional information in support of his/her claim. OCEF will not accept reimbursement of additional courses which are not stated on the RCF.

Language Benchmark Tests / Examinations (applicable to language courses except written Chinese)

1. **Claimants studying language courses (except written Chinese) are additionally required to pass a specified benchmark test at the specified (or higher) level** after the course has commenced and before the expiry of the 4-year validity period.
2. Information of the benchmark tests can be obtained from the CEF website: <http://www.sfaa.gov.hk/cef>.
3. Benchmark test(s) should be taken **after the course has commenced and before the expiry of the 4-year validity period** stated in the letter of approval-in-principle for CEF. Claimants should check on the examination dates of relevant benchmark tests / examinations and plan their study schedule.
4. In support of successful completion of the language course and / or to claim reimbursement of the fees for benchmark tests / examinations, a claimant should complete the “Continuing Education Fund – Reimbursement Claim Form for Benchmark Test / Examination Fees” [SFAA 205] and submit a copy of the receipt of the benchmark test / examination fees and a copy of documentary proof of passing the specified benchmark test / examination at the specified (or higher) level. These documents must be submitted with the RCF for the relevant language course. A claim for reimbursement of the fees for benchmark tests / examinations will only be entertained if it is accompanied with a claim for the relevant language course.
5. For avoidance of doubt, each language course (except written Chinese) should be accompanied by a specified benchmark test. Claimants may not make use of the same benchmark test / examination to support their claim for more than one language course.

* For updated information of CEF, please visit CEF website: <http://www.sfaa.gov.hk/cef>

(如欲索取中文版本，請與持續進修基金辦事處聯絡。)