Checklist for Submission of the Application Form — Continuing Education Fund (CEF)

(This checklist should be kept by the applicant)

Please read carefully the "Guidance Notes for Application" [SFAA191] before completing the Application Form.

1) Have you been successfully enrolled in one of the reimbursable courses ? ☐

2) Have you paid the tuition fees ? ☐

3) In **Part A** of the form, have you provided ☐
   - your personal particulars,
   - correspondence address,
   - residential phone number and other contact phone number ?

4) In **Part B** of the form, have you provided ☐
   - the name of institution / course provider,
   - the CEF institution code,
   - the CEF course title,
   - the CEF course code,
   - the actual amount of tuition fees paid,
   - the course commencement date ?

5) Have you submitted the form to the institution / course provider and obtained certification in **Part C** of the form ? ☐

6) Have you completed **Part D** if you wish to provide additional information ? ☐

7) Have you completed and signed the Declaration in **Part E** ? ☐

8) Have you attached a copy of your HK Smart ID card with your application ? ☐
   (Holders of one-way permit from Mainland China should also attach a copy of the one-way permit)

9) Have you attached a stamped and self-addressed envelope and marked "Request for Acknowledgement of Receipt of Application" on the envelope if you would like to receive an acknowledgement notification ? (Please refer to section 5.2 and 5.3 of the Guidance Notes for Application) ☐

10) Please ensure that you submit the application to the Office of the Continuing Education Fund **before** the commencement of the course. ☐

Note

*(a) You **need not** submit copies of the course fee receipts at the application stage. Please retain them to support your claim for reimbursement in future.*

*(b) If you enroll in more than one course, you are only required to submit your application in respect of the **first commencing course**. Please fill in the details of the first commencing course in the Application Form.*

(c) For a course comprising several modules, you should fill in the CEF course title and not the module names, in the Application Form.

*(d) If you have obtained approval in-principle, you **need not** submit a second application before the commencement of other reimbursable course(s).*

Address

Office of The Continuing Education Fund
Room 916, 9/F,
Kwai Hing Government Offices,
166-174 Hing Fong Road,
Kwai Chung, New Territories.

Office Hour

Monday to Friday 8:45 a.m. to 1:00 p.m.
2:00 p.m. to 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