

**Checklist for Submission of the Reimbursement Claim Form (RCF)  
under the Continuing Education Fund (CEF)**

- 1) Have you successfully completed the course(s) ?
- 2) In **Part A** of the form, have you provided your personal particulars, application number, HK Smart ID number, bank account number, contact phone number ?
- 3) In **Part B** of the form, have you provided the name of institution / course provider, the CEF institution code, the CEF course title and course code, the course commencement date, the course completion date, the actual amount of tuition fees paid, the date on which the tuition fees were paid ?
- 4) Have you submitted the form to the institution / course provider and obtained the certification in **Part B** of the form ?
- \* *If you intend to claim for reimbursement of fees for more than one course, please complete 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].*
- 5) Have you read and signed the Declaration in **Part C** ?
- 6) Have you attached
- copy of the front page of your bank passbook or statement showing your name, account number and bank name / bank code (name of account holder must be exactly the same as the name in the Hong Kong Identity Card),
  - copy(ies) of the tuition fee receipt(s),
  - copy(ies) of the documentary proof of successful completion of the course ?

**If you are studying a language course (except written Chinese)**

- 7) Have you passed the specified benchmark examination at the specified (or higher) level?
- 8) Have you completed the “ Reimbursement Claim Form for Benchmark Test / Examination Fees” [SFAA 205] ?   
(Please approach OCEF for a copy of the form if required.)
- 9) Have you attached a copy of the proof that you have passed the specified benchmark examination at the specified (or higher) level ?
- 10) Have you attached a copy of the benchmark fee receipt ?

Address

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Office Hour

Monday to Friday

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