

持續進修基金遞交「發還款項申領表」前的覆核清單

Checklist for Submission of the Reimbursement Claim Form under the Continuing Education Fund

- 1) 你是否已成功修畢課程？ Have you successfully completed the course(s) ?
- 2) 你是否已填妥申領表甲部的
In Part A of the form, have you provided
- 個人資料、 your personal particulars,
 - 申請編號、香港智能身份證號碼、 application number, HK Smart ID number,
 - 銀行帳號、 bank account number,
 - 聯絡電話號碼？ contact phone number ?
- 3) 你是否已填妥申領表乙部的
In Part B of the form, have you provided
- 院校 / 辦學機構名稱、 the name of institution / course provider,
 - 持續進修基金院校編號、 the CEF institution code,
 - 持續進修基金課程名稱及編號、 the CEF course title and course code,
 - 開課日期、 the course commencement date,
 - 完成課程日期、 the course completion date,
 - 實際已付學費、 the actual amount of tuition fees paid,
 - 繳交第 1 期學費日期？ the date on which the 1st instalment of tuition fees were paid ?
- 4) 你是否已將申領表交予院校 / 辦學機構並於申領表乙部獲得院校 / 辦學機構的蓋印證明？
Have you submitted the form to the institution / course provider and obtained the certification in **Part B** of the form ?
- * 如你擬就多於一個課程申領發還款項，請填妥課程乙丙丁部份。
If you intend to claim for reimbursement of fees for more than one course, please complete Course 2, 3 and 4, as appropriate.
- ** 如你擬在同一次申領中就多於四個課程申領發還款項，請向持續進修基金辦事處索取多一份「發還款項申領表」[SFAA 193]。
If you intend to claim for reimbursement of fees for more than four courses within one claim, please approach OCEF for one more copy of "Reimbursement Claim Form" [SFAA 193].
- 5) 你是否已細閱及簽署丙部的聲明書？ Have you read and signed the Declaration in **Part C** ?
- 6) 你是否已夾附
Have you attached
- 載有你的姓名、帳戶號碼及銀行名稱 / 銀行編號的銀行存摺首頁 / 月結單的副本 (帳戶持有人的姓名必須與香港智能身份證上的姓名完全相同)、 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 HK Identity Card),
 - 學費收據副本、 copy(ies) of the tuition fee receipt(s),
 - 成功修畢課程的證明文件副本？ copy(ies) of the documentary proof of successful completion of the course ?

假如你修讀的是語文課程(除中文外) If you are studying a language course (except written Chinese)

- 7) 你是否在指定的基準試中取得指定或更高程度？ Have you passed the specified benchmark examination at the specified (or higher) level?
- 8) 你是否已填妥「申領發還基準試考試費用」表格[SFAA 205]？(如有需要，請向持續進修基金辦事處索取有關表格) 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) 你是否已夾附在指定的基準試中取得指定或更高程度的證明文件副本？ Have you attached a copy of the proof that you have passed the specified benchmark examination at the specified (or higher) level ?
- 10) 你是否已夾附基準試考試費的收據副本？ Have you attached a copy of the benchmark fee receipt ?

地址 Address

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持續進修基金辦事處

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辦公時間 Office Hour

星期一至五
Monday to Friday

8:45 a.m. to 1:00 p.m.
2:00 p.m. to 5:45 p.m.

網址 Website : <http://www.sfaa.gov.hk/cef>
電郵地址 E-mail address : cef@sfaa.gov.hk
24 小時專人接聽熱線 24-hour manned enquiry number : 3142 2277
(由「1823 電話中心」職員接聽 Handled by the staff of "1823 Call Centre")