



持續進修基金 (Continuing Education Fund)

截止遞交表格日期 (Application Deadline)

2010 年 2 月學期 (2010 Feb semester): 4/1/2010 (MPA student)
25/1/2010 (Other student)

申請資格 (Eligibility)

同學如修讀以下(表格內)課程，並符合持續進修基金指引中列出的資格，便可申請。

Students are eligible to apply CEF if the enrolled course shown in the below table.

1. 如同學是免費修讀這些課程，便不可申請持續進修基金
2. **每名申請人一生只可獲批准一次**。申請人的申請如已獲得初步批准，如再報讀其他可獲發還款項課程，亦**不需**再遞交第二份申請表。然而，申領期限將維持不變。**自動撤回申請**的人士，日後不得再遞交申請
3. 屬香港居民並擁有香港居留權、或香港入境權、或有權在香港逗留而不受任何逗留條件限制，即在香港智能身份證出生日期下有“A”(香港居留權)、“R”(香港入境權)或“U”(有權在香港逗留而不受任何逗留條件限制)。有關香港智能身份證上的符號釋義，請瀏覽入境事務處網頁 <http://www.immd.gov.hk>。持單程證從中國大陸來港定居的人士亦可申請。(遞交申請表時，須夾附單程證副本及香港智能身份證副本)
4. 在遞交申請和申領發還費用時，年齡介乎 18 至 65 歲
5. 同學已於該科目開課前繳交學費
6. 申請人在申領發還費用時，必須從未就同一項課程獲其他公帑資助計劃提供資助，例如：根據專上學生資助計劃獲學生資助辦事處提供助學金或貸款

簡而言之，由於公帑資助的免入息審查貸款計劃(由學生資助辦事處管理)不屬津貼貸款，如所申領的貸款用以支付持續進修基金可獲發還款項課程的學費，而申請人又符合其他所有申請準則，則仍符合資格獲發還有關費用。

然而，持續進修基金發還的款項可先用作償還申請人向免入息審查貸款計劃借貸用以支付同一課程學費的貸款。扣除免入息審查貸款計劃的還款後，如仍有餘額，有關的款項將存入申請人指定的銀行帳戶

1. If the enrolled subject is free subject, student is not allowed to claim CEF
2. **Each applicant may obtain approval once a lifetime only.** Applicants who have obtained approval in-principle for reimbursement of fees may enroll

in other reimbursable course(s) and **need not** submit a second application. However, the reimbursement deadline remains. Applicants who **withdraw** their applications of their own accord may not submit further applications

3. Students who are Hong Kong residents who have the right of abode or the right to land or to remain in Hong Kong without restriction, i.e. “A” (right of abode), “R” (right to land) or “U” (remain in Hong Kong without restriction) should appear below the date of birth on the HK Smart ID card. For details of the meaning of symbols, please visit the website of the Immigration Department <http://www.immd.gov.hk>. Holders of one-way permits from Mainland China may also apply. (A copy of the one-way permit and the HK Smart ID card should be attached to the application form)
4. Students who are aged from 18 to 65 at the time of application and on seeking reimbursement of their fees
5. Students should settle the tuition fee on or before the course commencement date
6. Upon seeking reimbursement of the fees, the applicant must not have obtained any other publicly-funded financial assistance for the same course such as – grants or loans from the Financial Assistance Scheme for Post-secondary Students administered by the Student Financial Assistance Agency (SFAA)

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.

索取申請表格 (Forms collection)

1. 書院辦事處 (地址:香港西半山卑利士道 2 號) ; 或
 2. 持續進修基金辦事處 (地址:新界葵涌興芳路 166-174 號葵興政府合署 9 樓 916 室) ; 或
 3. 各區民政事務處 ; 或
 4. 持續進修基金網站下載 <http://www.sfaa.gov.hk/cef/download/SFAA192.pdf>
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1. HKIT General Office (Address: 2 Breezy Path, Mid-level West, Hong Kong)
 2. OCEF (Address: Room 916, 9/F, Kwai Hing Government Offices, 166 -174 Hing Fong Road, Kwai Chung, N.T.)
 3. District Offices

4. Download from CEF website <http://www.sfaa.gov.hk/cef/download/SFAA192.pdf>

申請手續 (Application Procedures)

- 親身到卑利士道書院辦理蓋印手續，然後把填妥的申請表須連同 香港智能身份證的副本及單程證副本（如適用）**郵寄**至本辦事處，地址：
新界葵涌興芳路 166-174 號葵興政府合署 9 樓 916 室
持續進修基金辦事處
申請人亦可把申請表連同智能身份證副本及單程證副本（如適用）放入設於長沙灣政府合署 12 樓的**收集箱**內。
- 申請會視乎持續進修基金可供運用款項的多寡，按先到先得方式審批。申請人獲取錄修讀第一個申請發還費用的課程並支付該課程的費用後，應立即遞交申請，無論如何，申請人必須在該課程**開課之前**遞交申請。逾期遞交的申請概不受理。
- 本辦事處會視收到申請表當日作遞交申請的日期
- Stamping for application form in Breezy Path Campus. Sent the completed application form together with photocopies of HK Smart ID card and if applicable one-way permit should be submitted **by post** to :
*Office of the Continuing Education Fund,
Room 916, 9/F,
Kwai Hing Government Offices,
166-174 Hing Fong Road, Kwai Chung, N.T.*
Applicants may also place their applications in the **drop-in box** on 12/F., Cheung Sha Wan Government Offices.
- Applications are processed on a first-come-first-served basis, subject to the availability of funds. Applicants should submit their applications as soon as they have been enrolled in, and have paid for, the first course for which reimbursement of fees is to be made and, in any event, **before the commencement of that course**. Late applications will not be accepted
- The date of receipt of the application by OCEF will be taken as the date of application

申請結果 (Notification of Application Results)

如申請表的資料齊備，持續進修基金辦事處會在收到申請表當日起計 12 個工作天內發出申請結果通知書。如資料欠齊備或不正確，本辦事處會要求申請人作出解釋或提供補充資料，審批申請的時間會因而較長。

For applications containing complete information, application results will be issued within **twelve working days** from the date of receipt of applications. If the information provided is incomplete or there are discrepancies in the information provided, applicants will be requested to give an explanation or provide supplementary information, in which case the processing time will be longer.

發還款項 (Reimbursement)

1. 申請人可在申請獲得批准的日期起計**四年內**申領發還款項**四次**，總金額上限為 10,000 港元。每次申領可包括**多於一個的可獲發還款項課程**。

Each applicant may make **four claims** of reimbursement, subject to a ceiling of HK\$10,000 within **four years** from the date the application was approved. Each claim can be made for more than one reimbursable course.

2. 申領發還學費的人士須把填妥並已獲院校蓋印的申領表格連同所需文件副本（即學費收據、成功修畢課程的證明文件及載有申領人的姓名、帳戶號碼及銀行名稱/ 銀行編號的銀行存摺首頁或月結單）遞交本辦事處。因此，同學必須謹慎地保存學費收據。書院亦會於考試成績公布後，向成功修畢的同學發出**證明文件**，以供同學用作申請發還款項時之用。

A claimant should submit to the OCEF the completed and certified RCF together with copies of supporting documents (fee receipts, documentary proof that the claimant has successfully completed the courses and the front page of his/her bank passbook/statement showing the name, account number and bank name / bank code). Thus, claimant should keep the fee receipts properly. Course provider will issue Letter of Completion (documentary proof) for reimbursement purpose after the exam result released.

*勞工及福利局就持續進修基金(基金)發還款項的申領資格，已作出下列重要的更改：

(一) 基金申領人必須成功修畢整個課程才符合申領資格。如基金申領人只修畢課程內一個或部份單元，而該個或部份單元並不是一個獨立的基金“可獲發還款項課程”，則基金申領人並不符合申領資格。

(二) 基金申領人必須在有關課程的評核中取得最少 50%合格分數才符合申領資格。

(三) 基金申領人必須在有關課程的出席率達到最少 70%才符合申領資格。

* Labour and Welfare Bureau has introduced the following major amendments to the eligibility of claiming course fees reimbursement under Continuing Education Fund (CEF). They are:

(a) CEF claimants would be eligible for fee reimbursement only upon their successful completion of the whole course .They may claim reimbursement upon completion of a module only if the module is registered individually on the list of CEF reimbursable courses.

(b) CEF claimants are required to obtain at least 50% passing mark for the assessment of the courses before they are eligible for fee reimbursement.

(c) CEF claimants are required to attend at least 70% of the courses to meet the fee reimbursement criteria.

查詢 (Enquiry)

書院辦事處 / HKIT General Office : 27822433 ext.201

持續進修基金 24 小時專人接聽熱線 / OCEF 24-hour manned enquiry hotline : 31422277

網址 / Website : <http://www.sfaa.gov.hk/cef/>

以下為本書院提供的持續進修基金可獲發還款項課程名單 (Below is the list of CEF reimbursable course conducted by HKIT/MEIT)

HKIT /MEIT 對應課程及科目 HKIT/MEIT subject title		院校/辦學機構名稱 Course Provider	院校編號 Institution Code	持續進修基金課程編號 CEF Course Code	持續進修基金課程名稱 CEF Course title
Knowing China II		Hong Kong Institute of Technology	539	21C01338-2	Professional Diploma in Knowing China
China Trade and Business Applications I		Hong Kong Institute of Technology	539	21C01336-6	Professional Certificate in China Trade and Business Applications
China Trade and Business Applications II		Hong Kong Institute of Technology	539	21C01337-4	China Trade and Business Applications II
Business Modules in China and related Regulations and Practices		Hong Kong Institute of Technology	539	21Z01786-1	Professional Diploma in China and Related Regulations and Practices
BSc	User Interface Design	Media Education Info-Tech Co., Ltd.	577	22Z03567-6	User Interface Design
MSc	Internet Programming	Media Education Info-Tech Co., Ltd.	577	22Z03566-8	Internet Programming and Design
MPA	Business Accounting	Media Education Info-Tech Co., Ltd.	577	23F03576-5	Advanced Professional Diploma in Financial Information Analysis
MPA	Corporate Reporting	Media Education Info-Tech Co., Ltd.	577	23F03572-2	Professional Diploma in Corporate Reporting
MPA	International Finance for Managers	Media Education Info-Tech Co., Ltd.	577	23F03573-0	Professional Diploma in International Financial Management
MPA	Corporate Finance	Media Education Info-Tech Co., Ltd.	577	23F03574-9	Professional Diploma in Corporate Finance
BUS	Financial Reporting	Hong Kong Institute of Technology	539	23F03568-4	Professional Diploma in Financial Reporting
BUS	Business Finance	Hong Kong Institute of Technology	539	23F03569-2	Professional Diploma in Business Finance
BUS	International Finance	Hong Kong Institute of Technology	539	23F03570-6	Professional Diploma in International Finance
BUS ADBA ADBA	Using Financial Information Financial Statement Analysis Finance	Hong Kong Institute of Technology	539	23F03571-4	Professional Diploma in Financial Statement Analysis
BUS ADBA	Introduction to Accounting Accounting	Hong Kong Institute of Technology	539	23F03575-7	Professional Diploma in Financial Information Analysis