



持續進修基金申請表
CONTINUING EDUCATION FUND (CEF)
APPLICATION FORM

由辦事處填寫 For Office Use Only

Date

1

No

9

在填寫表格前請先參閱『申請指引』[SFO 191C (2015)]。請用黑色或深藍色原子筆，以正楷填寫本表格。

Please refer to the "Guidance Notes" [SFO 191 (2015)] and complete all items in block letters with a blue or black pen.

如申請人的持續進修基金開戶申請已獲得初步批准，便不需於其他“可獲發還款項課程”開課前再遞交第二份申請。

Applicants who have obtained approval in-principle for opening an account with CEF **need not** submit a second application before the commencement of other reimbursable course(s).

甲部 PART A 個人資料 PERSONAL DATA

除註有 * 的欄位可選擇是否填寫外，申請人必須填寫所有其他欄位。

Besides the fields marked with * which are optional ones, applicant is required to complete all other fields.

中文姓名(如適用)

Name in Chinese:
(if applicable)

姓名 Name

中文電碼
Chinese Character
Code:

16

(請靠左填寫 Left-justified)

英文姓名

Name in English:

40

(請靠左填寫—先填姓氏，後填名字 Left-justified – Surname first, then Other Name)

*稱謂 Title:

先生 Mr. = 1
女士 Ms. = 2
小姐 Miss = 3

75

香港智能身份證號碼

Hong Kong Smart Identity Card
No.:

76

(請靠右填寫 Right-justified)

出生日期

Date of Birth:

85

D D M M Y Y Y Y

通訊地址

Correspondence Address:

(請用正楷填寫，如住址與通訊地址不同，請在本頁丁部「申請人附加資料」填報住址)

Please complete in English block letters. If your residential address is not the same as your correspondence address, please indicate your residential address in Part D – 'Additional Information of Applicant' below.)

室 Flat

93

層 Floor

98

座 Block

101

104

大廈名稱 Name of Building

134

屋邨 / 屋苑 Estate / Court

164

街號及街名 No. & Name of Street, 地區 District

(請靠左填寫 Left-justified)

194

1 – 香港 HK, 2 – 九龍 KLN, 3 – 新界 N.T.

住宅電話號碼

Residential Phone No.:

195

其他聯絡電話號碼

(例如流動電話 / 傳呼號碼)

Other Contact Phone No.:

(e.g. mobile phone / pager)

203

*你是否學位持有人?

Are you a degree holder?

是 "Y"; 否 "N"

Yes "Y"; No "N"

215

乙部 PART B 就讀課程資料 INFORMATION ON COURSE OF STUDY

院校 / 辦學機構名稱

Name of Institution / Course Provider:

Life Enrich Limited

持續進修基金院校編號

CEF Institution Code:

750

持續進修基金課程編號

CEF Course Code:

212071920

持續進修基金課程名稱

CEF Course Title:

Enhance Management And Communication Skills By Using NLP

實際由申請人繳付的學費

Actual Tuition Fees paid by the applicant:

HKS

開課日期 (日/月/年)

Commencement Date (D/M/Y):

216

D D M M Y Y Y Y

注意事項/Attention:

1. 申請人須於開課日期前遞交申請至持續進修基金辦事處。

Applicant should submit the application to the Office of the Continuing Education Fund **before the course commences**.

2. 除獲勞工及福利局局長豁免外，所有“可獲發還款項課程”必須以按月等額形式收取學費。有關已獲豁免的課程名單，請瀏覽基金網頁 (www.wfsfaa.gov.hk/cef)。

The tuition fees of all "reimbursable courses" must be collected on equal monthly instalments basis except those which have been granted exemption by the Secretary for the Labour and Welfare Bureau. For the list of exempted courses, please visit CEF website (www.wfsfaa.gov.hk/cef).

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HKID 224 ADD 225 SIGN 226 CERT 227 AC 228 VP 229 AG 230 RS 231
OTH 232 IC 235 CC 238
Processed by: _____ Checked by: _____

丙部 PART C 院校 / 辦學機構證明 CERTIFICATION BY THE INSTITUTION / COURSE PROVIDER

申請人在遞交申請前須先將申請表交予院校 / 辦學機構填寫及蓋章。

Applicants should submit the form to the institution for certification and completion before submission.

茲證明 / This is to certify that :

1. 申請人已被取錄修讀乙部所申報之課程，而申請人於本申請表上所提供有關課程的資料均屬正確無訛；及

The applicant has enrolled in the course as stated in Part B and the information given in this Application Form in respect of the course provided by the applicant are correct; and

2. 申請人並不是大學教育資助委員會(教資會)資助課程的學生；或申請人是教資會資助課程的學生，惟於乙部所申報之課程學費並不屬於繳付教資會資助課程學費的一部份（只適用於受教資會資助的院校）。

The applicant is not a student of University Grants Committee (UGC)-funded programme(s); or the applicant is a student of UGC-funded programme(s) but the tuition fees for the course as stated in Part B is not part of the tuition fees for the UGC-funded programme(s) s/he enrolled (Only applicable to UGC-funded institutions).

認可的院校 / 辦學機構印章
Authorized Stamp Chop of
Institution

日期 Date: _____

丁部 PART D 申請人附加資料 ADDITIONAL INFORMATION OF APPLICANT

(如有需要，可另加紙補充 Use separate sheet if necessary)

戊部 PART E 聲明書 DECLARATION

本人擁有香港特別行政區（香港）居留權／香港入境權／獲准逗留香港的許可而不受任何逗留條件的限制／持單程證從中國大陸來港定居。

本人已細閱《持續進修基金申請指引》[SFO 191C (2015)]，並完全明白所有內容。現特此聲明：本人在這份申請表內所填報的各項資料，盡本人所知，均屬詳盡而真實的資料。

本人知道，持續進修基金辦事處（以下簡稱“辦事處”）將依據本人所提供的資料，決定本人是否符合獲持續進修基金發還費用的資格，以及評估本人可獲發還的金額。本人亦明白，為了以欺騙手段取得金錢利益而漏報資料或作出失實陳述，即屬犯罪，對違犯者可循法律程序追究法律責任。

本人授權辦事處按照申請指引第 I 部分第 6 段的內容，處理本人就這宗申請而提供的個人資料及其他資料。本人亦同意本人所屬的院校或辦學機構向辦事處提供本人的個人資料，以便辦事處處理本人的申請或核實本人就這宗申請而提供的資料。

本人明白，辦事處有權覆檢本人的申請，以及在有需要時調整本人可獲發還的金額。本人承諾在辦事處提出要求時，將本人多收的款項歸還香港特別行政區政府。

此外，本人同意辦事處會將發還的款項用作償還本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。

I have the right of abode in the Hong Kong Special Administrative Region (Hong Kong) / right to land in Hong Kong / permission to stay in Hong Kong without restriction / came to Hong Kong on one-way permit from Mainland China.

I have read and fully understood the “Guidance Notes on the Continuing Education Fund” [SFO 191 (2015)]. I declare that the information provided by me in this application form is complete and true to the best of my knowledge.

I am aware that the Office of the Continuing Education Fund (OCEF) will rely on the information provided by me to determine my eligibility for receipt of reimbursement of fees from the Continuing Education Fund and to assess the amount of reimbursement to be offered. I also understand that any omission / misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.

I authorize the OCEF to handle the personal data / information provided in this application in accordance with section 6 in Part I of the Guidance Notes. I also give my consent to the institution / course provider concerned to release my personal data to the OCEF for the purpose of processing my application or verifying the information provided in this application.

I understand that the OCEF has the right to review my application and adjust my entitlements for reimbursement if necessary. I undertake to refund to the Government of the Hong Kong Special Administrative Region any overpayment made to me upon demand.

Moreover, I give my consent that OCEF can use the reimbursement to offset any Non-means-tested Loan Scheme loans which I have borrowed for payment of the tuition fee in respect of the same course.

簽署 Signature: _____ 日期 Date: _____

1. 請填妥申請表格，連同香港智能身份證副本及單程證副本(如適用)一併於開課前遞交至持續進修基金辦事處(郵寄地址：新界葵涌興芳路 166-174 號葵興政府合署 9 樓 916 室)。
Please submit your application by completing the application form together with a copy of your Hong Kong Smart Identity Card and if applicable one-way permit to the Office of the Continuing Education Fund (Postal address: Room 916, 9/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung, New Territories) **before the course commencement date.**
2. 所有已遞交的文件概不退回。
All submitted documents are not returnable.
3. 除在申請表格甲部指定為可選擇是否填寫的資料外，申請人必須提供表格內其餘所需的個人資料。申請人如未能按要求提供必須的資料，將可能導致本辦事處未能處理有關申請。
The supply of personal data is compulsory except for those data specified in part A of the application form as optional. Failure to provide such obligatory data may result in us being unable to process your application.
4. 申請人如在遞交申請表後，需要更改所提供的資料（例如通訊地址或聯絡電話），請盡快填妥並交回『更改個人資料通知書』[SFO 196 (2015)]至本辦事處。『更改個人資料通知書』可於 <http://www.wfsfaa.gov.hk/cef> 下載。
If you need to change the information that you have provided to us after submitting your application (e.g. your correspondence address or contact number), please notify us as soon as possible in writing by using the “Notification of Change of Personal Data” [SFO 196 (2015)] which can be downloaded from <http://www.wfsfaa.gov.hk/cef>.
5. 申請人須注意，根據防止賄賂條例（香港法例第 201 章），任何人向持續進修基金辦事處或在職家庭及學生資助事務處轄下的學生資助處的僱員提供任何利益（例如金錢或饋贈等），作為該人員協助或加速處理申請的誘因或報酬，即屬違法。
Applicants are reminded that it is an offence under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) to offer any advantages (e.g. money, gift, etc.) to an employee of OCEF or the Student Finance Office, Working Family and Student Financial Assistance Agency as an inducement to or reward for facilitating or expediting the processing of applications.
6. 申請人如在遞交申請表後四星期仍未收到本辦事處的回覆，請即致電 3142 2277 與職員聯絡（由「1823」職員接聽）。
If you do not receive any reply from us four weeks from the date that you have submitted your application, please contact us at 3142 2277 immediately (Handled by the staff of “1823”).
7. 持續進修基金辦事處的辦公時間：星期一至五上午八時四十五分至下午一時正，下午二時至五時四十五分。
Office hour of the Office of the Continuing Education Fund: Monday to Friday 8:45am – 1:00pm, 2:00pm – 5:45pm.