27 July 2016

Dear MSE and MSCS students,

Course offered under the MSc Electronic Commerce and MSc Computer Science Programme Eligible for Continuing Education Fund (CEF) (持續進修基金)

We are pleased to inform you that the following course has been included in the list of reimbursable courses for CEF purposes.

Maximum Reimbursement
You may wish to note that only certain categories of courses are supported by CEF. Successful applicants can be reimbursed up to 80% of the tuition fees, subject to a maximum ceiling of 4 claims and HK$10,000 per applicant within 4 years from the date that the CEF application was approved.

Please refer to the web site http://www.sfaa.gov.hk/cef/elink.htm for details regarding eligibility and the normal application procedures, or the 24-hr hotline 3142 2277 for further enquiries.

Please note that all applications for CEF should be made before the course commences. Late applications will not be accepted by CEF Office. (Sample application forms are attached for your reference)

CEF Approved Courses

<table>
<thead>
<tr>
<th>EC5001 Introduction to eCommerce</th>
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<tbody>
<tr>
<td><strong>Name of Institution / Course Provider</strong></td>
</tr>
<tr>
<td><strong>CEF Institution Code</strong></td>
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<tr>
<td><strong>CEF Course Code</strong></td>
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<tr>
<td><strong>CEF Course Title</strong></td>
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<tr>
<td><strong>Actual Tuition Fees Paid</strong></td>
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<td><strong>Credit Unit</strong></td>
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<td><strong>Offered in</strong></td>
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</table>

* All CEF applicants are required to achieve at least 70% attendance and obtain at least 50% passing mark in the assessment of all CEF reimbursable courses.

Application Procedures

1 For those who have not applied for CEF before and would like to submit an application to obtain in-principle approval for reimbursement of fees, please complete a CEF application form and submit the form together with a stamped self-addressed envelope to the Department of Computer Science for certification by one of the following methods:

- drop in CS General Office mail box (no. 50) which is adjacent to Lift 9, 6/F, Academic 1, or
- post to “Department of Computer Science, City University of Hong Kong, Tat Chee Avenue, Kowloon Tong” (please mark your programme name (e.g. MSE) on the envelope)

Submit Application Forms to Department During the Following Periods

For Semester A, 2016/2017 from 10 August 2016 to 24 August 2016

2 Please contact Miss Zoe Chan at 3442 2015 if you do not receive the returned form with CS Department endorsement by 25 August 2016 for Semester A.

3 After you receive the endorsed form, submit it together with your HKID card copy to the address below before the course commencement date:

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.

Course Commencement Date

For Semester A, 2016/2017 29 August 2016

4 For those students who have obtained in-principle approval for CEF previously, they do not need to submit a second application.

Reimbursement Procedures

1 Complete a CEF reimbursement form and submit the form together with a stamped self-addressed envelope to the Department of Computer Science for endorsement by one of the following methods:

- drop in “CS General Office” mail box which is adjacent to Lift 9, 6/F, Academic 1, or
- post to “Department of Computer Science, City University of Hong Kong”

Submit Reimbursement Forms to Department During the Following Periods

For Semester A, 2016/2017 (EC5001) from 7 Nov 2016 to 3 Dec 2016 (Week 11 - end of revision period)

2 The Department of Computer Science will return the endorsed reimbursement form with a “Proof of Completion of Course” by mail to students who have successfully completed the course 4 weeks after the announcement of examination results.

3 No “Proof of Completion of Course” will be issued to students who do not submit the reimbursement form to the Department of Computer Science before 3 December 2016.

Should you have any enquiries, please contact Miss Zoe Chan at 3442 2015.

Yours sincerely,

CS General Office
CONTINUING EDUCATION FUND (CEF) APPLICATION FORM

1. Please refer to the "Guidance Notes" and complete all items in block letters with a blue or black pen.

2. 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).

Part A PERSONAL DATA

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

Part B INFORMATION ON COURSE OF STUDY

4. 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 Labour and Welfare.

5. For the list of exempted courses, please visit CEF website (www.wisfa.gov.hk/cef).

6. 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 Labour and Welfare.

7. For the list of exempted courses, please visit CEF website (www.wisfa.gov.hk/cef).
CERTIFICATION BY THE INSTITUTION / COURSE PROVIDER

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

兹声明 / This is to certify that:

1. 申请人已填写有关申请表所列报的课程，而申请表所列报的课程与其他申请表所提供的课程名称均属正确无误。

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. 申请人并不是大学教育资助委员会（教资会）资助课程的在读学生，或申请人是大学教育资助委员会资助课程的在读学生，惟

The applicant is not a student of the 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) he/she enrolled. (Only applicable to UGC-funded institutions).

日期 Date: ____________________________

ADDITIONAL INFORMATION OF APPLICANT

DECLARATION

本人，持有香港特别行政区（香港）居留权／香港入境权／获准居留香港的许可而不会受任何限制条件的限制／持单程证從中國大陸來港定居。


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資助資格的

本人願授權辦事處按照申請指引第1部分第6條之內容，處理本人提交之申請及提供的個人資料或其他資料。本人亦同意本人所屬的

此外，本人同意辦事處會將發放的款項用作償還本人向受惠者審查貸款計劃借用之費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) Rev.]. I declare that the information provided by me in this application form is complete and true to the best of my knowledge.

I agree 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 1 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.

Signature & Date

1. 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. All submitted documents are not returnable.

3. 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. 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.

5. 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. 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 (Handled by the staff of “1823”).

7. Office hour of the Office of the Continuing Education Fund: Monday to Friday 8:45am – 1:00pm, 2:00pm – 5:45pm.