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 website [http://www.wfsfaa.gov.hk/cef/intro.htm](http://www.wfsfaa.gov.hk/cef/intro.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**

**EC5001 Introduction to eCommerce**

| Name of Institution / Course Provider | City University of Hong Kong |
| CEF Institution Code | 005 |
| CEF Course Code | 21Z03722-6 |
| CEF Course Title | INTRODUCTION TO ECOMMERCE (IN THE PROGRAMMES MSC ELECTRONIC COMMERCE & MSC COMPUTER SCIENCE OF CITYU) |
| Actual Tuition Fees Paid | HK$11,070 (for cohort 2016-2018 locals) |
| Credit Unit | 3 |

* 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 mailbox (no.50) which is adjacent to Lift 9, 6/F, Yeung Kin Man Academic Building, or
   - post to “Department of Computer Science, City University of Hong Kong, Tat Chee Avenue, Kowloon Tong” (please mark your programme name (e.g. MSEC) on the envelope)

2. Please contact Miss Zoe Chan at 3442 2015 if you do not receive the returned form with CS Department endorsement by 30 August 2018 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, 2018/2019 3 September 2018

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, Yeung Kin Man Academic Building, or
   - post to “Department of Computer Science, City University of Hong Kong”

Submit Reimbursement Forms to Department during the Following Periods

For Semester A, 2018/2019 (EC5001) from 12 Nov 2018 to 8 Dec 2018 (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 8 December 2018.

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

Yours sincerely,
CS General Office
持續進修基金申請表
CONTINUING EDUCATION FUND (CEF) APPLICATION FORM

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

如申請人的持續進修基金申請表已獲初步批准，便不適用於其他“可獲發放款項課程”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).

部分 PART A 個人資料 PERSONAL DATA

除了有 * 畫位是可選填或不填外，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 (如適宜)
Name in Chinese

英文姓名
Name in English

姓
Surname

名
Given Name

*學位
Title

先生 Mr 1

女士 Ms 2

小姐 Miss 3

用語地址
Correspondence Address

住宅電話號碼
Residential Phone No.

問是否申請人是外國人?
Are you a degree holder?

由辦事處填寫 For Office Use Only

CITY UNIVERSITY OF HONG KONG

005 持續進修基金課程編號 CEF Course Code: 21Z03722-6

INTRODUCTION TO ECOMMERCE (IN THE PROGRAMMES MSC ELECTRONIC COMMERCE & MSC COMPUTER SCIENCE OF CITYU)

HK$ XX,XXX

注意事項/Attention:
1. 申請人必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. 除獲資工及福利局批准外，所有“可獲發放款項課程”均需按月領取相應學費。有關已獲豁免的課程名單，請瀏覽基金網頁 (www.wfsfa.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 Labour and Welfare. For the list of exempted courses, please visit CEF website (www.wfsfa.gov.hk/cef).

由辦事處填寫 For Office Use Only

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. 申请人已读取并理解乙所报之课程，而申请人对本申请表上所列之有关课程之资料均属正确无误；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. 申请人并不受大学教育资助委员会/教学资助课程的毕业生；或申请人是教育资助课程的学生，惟

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) 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).

Date:

Additional Information of Applicant

DECLARATION

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 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 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. Read the instruction form carefully, and complete the application form in English. Applicants have to submit a copy of their Hong Kong Identity Card and if applicable, a 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. All information provided must be accurate. Failure to provide accurate data may result in the application being unclear or incomplete.

4. Applicants cannot accept any personal data asked in the form, and the data will be used for the purposes of the application. If you need to change the information, 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. Applicants are reminded that it is an offence under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) to accept any advantages (e.g. money, gift, etc.) from 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 you submitted your application, please contact us at 3142 2277 (Handling by the staff of “1823”).

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