7 December 2016

Dear MS CS students,

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

We are pleased to inform you that the following course(s) has / have 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.wfsaa.gov.hk/cef/intro.htm](http://www.wfsaa.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.** (Sample application forms are attached for your reference)

CEF Approved Courses:

**CS5367 Computer Games Design**

<table>
<thead>
<tr>
<th>Name of Institution / Course Provider</th>
<th>City University of Hong Kong</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEF Institution Code</td>
<td>005</td>
</tr>
<tr>
<td>CEF Course Code</td>
<td>28C04293-4</td>
</tr>
<tr>
<td>CEF Course Title</td>
<td>COMPUTER GAMES DESIGN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actual Tuition Fees Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>HK$11,070 (for cohort 2016 local students)</td>
</tr>
<tr>
<td>HK$10,560 (for cohort 2015 local students)</td>
</tr>
<tr>
<td>HK$9,540 (for cohort 2014 local students)</td>
</tr>
<tr>
<td>HK$9,030 (for cohort 2013 local students)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Unit</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offered in</td>
<td>Semester B 2016/2017</td>
</tr>
</tbody>
</table>

* Tuition fee must be settled on or before the payment due date. **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 endorsement 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. MS CS) on the envelope)

   **Submit Application Forms to Department During the Following Periods**

   **For Semester B, 2016/2017** from **12 December 2016 to 4 January 2017**

2. Please contact Miss Zoe Chan at 3442 2015 if you do not receive the returned form with CS Department endorsement by **6 January 2017** 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 B, 2016/2017  **9 January 2017**

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 B, 2016/2017  from **27 March 2017** to **29 April 2017** (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.

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

Yours sincerely,

General Office
Department of Computer Science
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
Name in Chinese: [if applicable]

英文姓名
Name in English

性別
Sex: 

先生 / Miss:  

女士 /  

出生日期
Date of Birth:  

(請在右欄寫入出生日期 - 姓氏名第一, then Other Name)

香港智能身分識別號
Hong Kong Identity Card No.  

住宅電話號碼
Residential Phone No.

*你是否學位持有人？
Are you a degree holder?

是 "Y"; 否 "N"  

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

院 / 學術機構名稱
Name of Institution / Course Provider:

持續進修基金院校代號
CEF Institution Code:  

持續進修基金課程名稱
CEF Course Title:

實際由申請人繳交的學費
Actual Tuition Fees paid by the applicant:

開課日期 (日/月/年)
Commencement Date (D/M/Y):  

由辦事處填寫 For Office Use Only

HK$XX,XXX


轉後頁 P.T.O
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.

1. 申請人已獲取與第三部所申報之課程，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誤；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
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).

日期 Date: ____________________

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

戊部 PART E 誓言書 DECLARATION

本人於報讀香港特別行政區（香港）居留權／香港人境權／獲准逗留香港的許可而不須任何居留條件的限制／持單程證從中國大陸來港定居。

I hereby declare (in the English version) [SFO 191C (2015) Rev.] and make the following statement. 簽署及日期 Signature & Date


P.O.
PART F  注意事項 NOTES

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類的個人資料。申請人如未能按要求提供必須的資料，將可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職員提供任何利益（例如金錢或禮物等），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.