Dear MSE 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.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. (Sample application forms are attached for your reference)

CEF Approved Courses:

**EC6001 eCommerce Project**

<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>21Z03721-8</td>
</tr>
<tr>
<td>CEF Course Title</td>
<td>ECOMMERCE PROJECT (IN THE PROGRAMME MSC ELECTRONIC COMMERCE OF CITYU)</td>
</tr>
<tr>
<td>Actual Tuition Fees Paid</td>
<td>HK$22,140 (for cohort 2016 local students)</td>
</tr>
<tr>
<td></td>
<td>HK$21,120 (for cohort 2015 local students)</td>
</tr>
<tr>
<td></td>
<td>HK$19,080 (for cohort 2014 local students)</td>
</tr>
<tr>
<td>Credit Unit</td>
<td>6</td>
</tr>
<tr>
<td>Offered in</td>
<td>Semester B 2016/2017 and Summer 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 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. MSEC) 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 Summer Term 2017 from 17 July 2017 to 29 July 2017 (Week 7 - 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
CONTINUING EDUCATION FUND (CEF) APPLICATION FORM

In filling the form, please refer to the “Guidance Notes” of SFO 191C (2015) Rev. and complete all items in block letters with a blue or black pen.

Applicants who have obtained approval in principle for opening an account with CEF need not submit a second application before the commencement of the program.

甲部 PART A PERSONAL DATA

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

乙部 PART B INFORMATION ON COURSE OF STUDY

Note: In order to avoid confusion, please fill in all the fields in block letters and do not use any ticks or additional marks.

Name of Institution / Degree Provider: CITY UNIVERSITY OF HONG KONG

CEF Course Title: ECOMMERCE PROJECT (IN THE PROGRAMME) MSC ELECTRONIC COMMERCE OF CITYU

Date:

No:

由辦事處填寫 For Office Use Only

HKID

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ADD

SIGN

CERT

AC

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Processed by: 231

Checked by: 231

转後頁 P.T.O

SFO 192 (2015) Rev. - 1 -
Applications should submit the form to the institution for certification and completion before submission.

This is to certify that:

1. 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. The applicant is 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).

Date

Additional Information of Applicant

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 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.
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. 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](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 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 immediately (Handled 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.