18 July 2017

Dear MSEC 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.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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>21Z03722-6</td>
<td>INTRODUCTION TO ECOMMERCE (IN THE PROGRAMMES MSC ELECTRONIC COMMERCE &amp; MSC COMPUTER SCIENCE OF CITYU)</td>
</tr>
</tbody>
</table>

Actual Tuition Fees Paid
- HK$11,070 (for cohort 2016 and 2017 locals)
- HK$10,560 (for cohort 2015 locals)

Credit Unit
- 3

Offered in
- Semester A, 2017/2018

* 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. MSEC) on the envelope)

Submit Application Forms to Department during the Following Periods

For Semester A, 2017/2018 from 15 August 2017 to 29 August 2017

2. Please contact Miss Zoe Chan at 3442 2015 if you do not receive the returned form with CS Department endorsement by 31 August 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 A, 2017/2018  4 September 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 A, 2017/2018 (EC5001) from 13 Nov 2017 to 9 Dec 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.

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 9 December 2017.

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

Yours sincerely,
CS General Office
**CONTINUING EDUCATION FUND (CEF) APPLICATION FORM**

**PART A**

**PERSONAL DATA**

<table>
<thead>
<tr>
<th>Name in Chinese</th>
<th>Name in English</th>
</tr>
</thead>
<tbody>
<tr>
<td>姓名：李明</td>
<td>Name: John Doe</td>
</tr>
<tr>
<td>性别：男</td>
<td>Gender: Male</td>
</tr>
<tr>
<td>出生日期：1990年3月1日</td>
<td>Date of Birth: March 1, 1990</td>
</tr>
</tbody>
</table>

**Contact Address**

<table>
<thead>
<tr>
<th>Flat</th>
<th>Room</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>456</td>
<td>City University of Hong Kong</td>
</tr>
</tbody>
</table>

**Additional Information**

<table>
<thead>
<tr>
<th>其他联系详情 (例如移动电话/电邮地址)</th>
<th>Other Contact Phone No. (e.g. mobile phone email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345678</td>
<td><a href="mailto:sample@email.com">sample@email.com</a></td>
</tr>
</tbody>
</table>

**PART B**

**INFORMATION ON COURSE OF STUDY**

**Course Details**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY UNIVERSITY OF HONG KONG</td>
<td>21Z03722-6</td>
<td>INTRODUCTION TO ECOMMERCE (IN THE PROGRAMMES MSC ELECTRONIC COMMERCE &amp; MSC COMPUTER SCIENCE OF CITYU)</td>
</tr>
</tbody>
</table>

**Actual Tuition Fees Paid**

<table>
<thead>
<tr>
<th>HKS</th>
<th>Date of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2345</td>
<td>2017/09/04</td>
</tr>
</tbody>
</table>

**Note**

1. 申请人须于课程开始前提交申请至持续进修基金委员会。
2. 所有“可获拨款课程”必须以月为单位收取学费。有关已拨款的课程名单，请浏览基金网页（www.wfsfaa.gov.hk/cef）。

**By Affiant**

[Signature]

**Date**

[Date]

**By Affiant**

[Signature]

**Date**

[Date]
passed the final year of the programme, and 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 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) the applicant enrolled (Only applicable to UGC-funded institutions).

Date:

Additional Information of Applicant

This is to certify that:

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 191C (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. 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)一併於期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.

   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即任何利益（例如金錢或物質等），視為僱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. 申請人於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.