

# Continuing Education Fund (CEF) 持續進修基金



## Useful links & tel no.:

<http://www.sfaa.gov.hk/cef/>

<http://www.cs.cityu.edu.hk/>

24小時專人接聽熱線：

24-hour manned enquiry hotline:

3142 2277

# Continuing Education Fund (CEF) 持續進修基金



## Application :

- 開課前
  - 遞交至持續進修基金辦事處
  - 填妥的申請表  
並獲院校蓋印證明
  - 身份證副本
  - 逾期遞交的申請概不受理。
- Before commencement date
  - Submit to Office of CEF
  - completed and certified application form
  - HKID copy
  - Late applications not accepted.

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## Application :

只可獲批准一次。

如已獲得初步批准，

再報讀其他課程，亦不需遞交第二份申請表。

If obtained approval in-principle,  
need not submit a second application  
for other reimbursable course(s)

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## Application :

申請階段，無須遞交學費收據副本。  
請保留收據，待將來申領發還款項之用。

Need not submit course fee receipts copy  
at the application stage.

Retain them for reimbursement in future.

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## Reimbursement :

「成功修畢」可獲發還款項課程後，可獲發還有關課程費用的**80%**或上限**10,000**港元。

On **successful completion** of a reimbursable course, 80% of their fees, subject to a maximum sum of HK\$10,000 will be reimbursed.

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## Reimbursement :

「成功修畢」課程是指申領人必須通過院校/辦學機構規定的課程評核。每間院校/辦學機構各有其評核成功修畢課程的方法，包括但不限於考試。

**\*包括70%出席率\***

“**Successful completion**” of the course means that the claimant must pass the course assessment as required by the course provider. Each course provider would have its own method of assessing successful completion of courses, including but not limited to examinations.

**\*including 70% attendance\***

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## Reimbursement :

- 在申請獲得批准的日期起計，
- 兩年內最多申領發還款項兩次，
- 每次申領可包括多於一個的可獲發還款項課程。
- 但總金額不得多於10,000港元。
- May submit a maximum of two claims for reimbursement,
- subject to a ceiling of HK\$10,000
- within two years from the date the application was approved.
- Each claim may include more than one reimbursable course.

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## Reimbursement :

- 當申請人已獲發還第二筆款項，
- 或當上限款額10,000港元已全數支取後，
- 或在申請獲得批准的日期起計兩年期限屆滿時，
- 基金辦事處亦會立即取消申請人的持續進修基金戶口，即使戶口內仍有結餘。
- Once the second reimbursement has been made
- or when the full sum of HK\$10,000 has been drawn
- or at the end of the two-year period, the CEF account for the applicant will be closed,
- notwithstanding any unclaimed balance remaining in the account

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## Reimbursement :

須把已填妥並獲院校蓋印的申領表格，

連同所需文件副本：

- 即學費收據
- 成功修畢課程的證明文件
- 載有申領人的姓名、帳戶號碼及銀行名稱/ 銀行編號的銀行存摺首頁或月結單，

遞交至持續進修基金辦事處。

Submit the completed and certified Reimbursement Claim Form

together with copies of supporting documents:

- fee receipts
- documentary proof that the claimant has successfully completed the courses
- the front page of his/her bank passbook/statement showing the name, account number and bank name / bank code

to the Office of CEF.