29 July 2019

To: Local Students of MSCS and MSEC

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 for the 1st HK$10,000 and 60% of the tuition fees for the 2nd HK$10,000 (*new arrangements effective from 1 April 2019).

* 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.

CEF Approved Course

EC5001 Introduction to eCommerce

<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>21Z03722-6</td>
</tr>
<tr>
<td>Commencement Date</td>
<td>2 September 2019</td>
</tr>
<tr>
<td>CEF Course Title</td>
<td>INTRODUCTION TO ECOMMERCE (IN THE PROGRAMMES MSC ELECTRONIC COMMERCE &amp; MSC COMPUTER SCIENCE OF CITYU)</td>
</tr>
<tr>
<td>Actual Tuition Fees Paid</td>
<td>HK$11,070 (for cohort 2016 - 2018 local students)</td>
</tr>
<tr>
<td></td>
<td>HK$12,090 (for cohort 2019 local students)</td>
</tr>
<tr>
<td>Date of Tuition Fees Paid</td>
<td>Please check from your Account Summary in AIMS</td>
</tr>
<tr>
<td>Credit Unit</td>
<td>3</td>
</tr>
<tr>
<td>Offered in</td>
<td>Semester A, 2019/2020</td>
</tr>
</tbody>
</table>

* Tuition fees 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 & Reimbursement Procedures

1 To submit application for opening an account together with application for the first reimbursement claim after the successful completion of the applicant’s first CEF course.

2 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 (please mark MSCS/MSEC on a cover sheet)
   or
post to “Department of Computer Science, City University of Hong Kong, 83 Tat Chee Avenue, Kowloon Tong, Hong Kong” (please mark your programme name, i.e. MSCS/MSEC on the envelope)

Submit Application Forms to Department During the Following Periods

| For Semester A, 2019/2020 (EC5001) | from 11 November 2019 to 7 December 2019 (Week 11 - end of revision period) |

3 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.

4 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 7 December 2019.

5 After you receive the endorsed form, submit it together with copies of HKID card copy, documentary proof of course fee paid and the front page of your bank passbook or bank statement showing the name, account number and bank name / bank code to the address below:

Office of the Continuing Education Fund
Units 07-11, 25/F.,
CDW Building,
388 Castle Peak Road,
Tsuen Wan,
Hong Kong

Applicants may also place their applications in the drop-in box which is located at 12/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

A sample of the form is attached for your information.

Should you have any enquiries, please contact Department of Computer Science (mscs@cs.cityu.edu.hk / msec@cs.cityu.edu.hk)

Yours sincerely,

Department of Computer Science
City University of Hong Kong
Continuing Education Fund Application Form

Important Notes:

This form [SFO 302 (2019)] is a combined application form for account opening and fee reimbursement under the Continuing Education Fund (CEF). With effect from 1 April 2019, applicants who apply for CEF for the first time are only required to complete this combined form and provide all supporting documents upon successful completion of CEF course(s) for applying for both account opening and fee reimbursement at the same time. This form is also applicable to applicants who have already opened a CEF account to apply for fee reimbursement only.

Please refer to the “Continuing Education Fund Guidance Notes for Application” [SFO 301 (2019)] before filling in the form. Please complete all items in block letters with a blue or black ballpen.

PART A  PERSONAL DATA

*Fill in the blanks with the details of your personal identity.

中文姓名（任選用）
Name in Chinese:
(if applicable)

英文姓名
Name in English:

香港身份證號碼
Hong Kong Identity Card No.:

區號
Telephone Code:

*Phone number must be inclusive of area code.

地址
Address:

*Telephone number must be inclusive of area code.

戶名
Name of Account Holder:

銀行帳號
Bank Account No.:

*Bank account must be inclusive of branch code and account number.

*If you are a degree holder, please provide the details of your degree.

*If you are Chinese, please provide your ethnicity.

*Other ethnicity must be declared.

*Phone number must be inclusive of area code.

*Bank account must be inclusive of branch code and account number.

*Application for a new account must be accompanied by a valid identification document.

*The name of the applicant on the saving/current account nominated for receipt of reimbursement must be exactly the same as the name on the Hong Kong Smart Identity Card. The account must not be a fixed deposit account, a credit card account, a foreign currency account or a loan account.

*Application for a new account must be accompanied by a valid identification document.

The collection of information about the ethnicity is for statistical and research purposes and will not affect the processing and assessment of the CEF application.

Date

No

For Office Use Only

SFO 302 (2019)

Please sign at page 5

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P.T.O.
### Introduction to Ecommerce (In the Programmes MSC Electronic Commerce & MSC Computer Science of CityU)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date of Course Completion</th>
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<tr>
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<td>D D M M Y Y Y Y</td>
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**Actual Amount of Tuition Fees Paid:**

- $K6
- Please round down to the nearest dollar and right-justified.

**Date of 1st Installment of Tuition Fees Paid:**

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<th>Date</th>
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<tr>
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**Benchmark Test / Examination Fee Paid:**

- HKS 386

**Benchmark Test / Examination Fee Paid:**

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<td>D D M M Y Y Y Y</td>
<td>HKS 386</td>
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</tbody>
</table>

### Notes

1. Applicants should submit the form to the institution / course provider concerned for certification and completion.

2. The applicant has attended at least 70% of the contact hours of the course or such higher attendance requirement as prescribed for the course (whichever is higher) and attained the overall mark of either 50% or such higher percentage of assessment(s) as prescribed for the course (whichever is higher) as assessed by the method approved by the Secretary for Education, DGQ and/or the academic judgement of the University. The applicant has not obtained any subsidy for the same course(s) of any other publicly-funded subsidy schemes through the same channel and the applicant has not been awarded any scholarship, grant or other financial aid from any other publicly-funded subsidy schemes.

3. The applicant has completed all the specified courses and obtained the required grades or credits to satisfy the graduation requirements of the respective programme. The applicant has not been awarded any scholarship, grant or other financial aid from any other publicly-funded subsidy schemes through the same channel and the applicant has not been awarded any scholarship, grant or other financial aid from any other publicly-funded subsidy schemes through the same channel.
II) **Applicants who have studied language proficiency courses and would like to apply for reimbursement of benchmark test/examination fees should complete the fields below. They should have passed specified benchmark test/examination at the specified (or higher) level in respect of the course(s).**

<table>
<thead>
<tr>
<th>Name of Benchmark Test / Examination:</th>
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<tr>
<th>Date of Benchmark Test / Examination:</th>
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<th>HKS</th>
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</table>

III) **Applicants should submit the form to the institution/course provider concerned for certification and completion.**

兹声明：This is to certify that:

1. 申請人已出席不少於課程總上課時間數的百分之八十五或課程所規定的較高出席要求(以較高者為準)，並在所有獲獲救理工科院局長批准的課程評核項目中，通過所有試卷及課業要求中取得整體成績的百分之八十或課程所规定的較高成績要求(以較高者為準)。

2. 申請人已出席不少於課程總上課時間數的百分之八十五或課程所規定的較高出席要求(以較高者為準)，並在所有獲獲救理工科院局長批准的課程評核項目中，通過所有試卷及課業要求中取得整體成績的百分之八十或課程所規定的較高成績要求(以較高者為準)。
Sample
**丁部 PART D 聲明書 DECLARATION**

本人擁有香港特別行政區（香港）居留權／香港入境權／獲准逗留香港的許可而不受任何逗留條件的限制／持單程證從中國大陸來港定居。

本人已細閱《持續進修基金申請指引》（以下簡稱“《指引》”）[SFO 301C (2019)]，並完全明白其內容。現特此聲明：本人在這份申請表格內所填報的各項資料，盡本人所知，均屬詳盡而真實的資料。本人亦聲明，就這次本人要求持續進修基金發還予本人的費用而言，本人從未獲其他公帑或在其他公帑資助計劃下就同一項課程、學習單元或學分獲得任何資助。

本人知道，持續進修基金辦事處（以下簡稱“辦事處”）將依據本人所提供的資料，決定本人是否符合獲持續進修基金發還費用的資格，以及評估本人可獲發還的金額。本人亦明白，為了以欺騙手法取得金錢利益而謊報資料或作出失實陳述，即屬犯罪，對違反者可循刑事程序追究法律責任。

本人授權辦事處按照《指引》第6.1至6.5段的內容，處理這份申請表格內的個人資料及其他資料。本人亦同意本申請表格內或辦事處提供本人的個人資料，以便辦事處處理本人的申請或核審本人就這項申請而提供的資料。

本人明白，辦事處有權覆檢本人的申請，以及在有需要時調整本人可獲發還的金額。本人承諾在辦事處提出要求時，將本人多收的款項歸還香港特別行政區政府。

任何款項經辦事處轉帳至本表格所訂指定收取款項的帳戶內均視為本人所收妥的款項。

此外，本人同意辦事處會將發還的款項用作償還本人在免息審查貸款計劃下借用以支付同一課程學費的貸款。

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” (the Notes) [SFO 301 (2019)]. I declare that the information provided by me in this application form is complete and true to the best of my knowledge. I also declare that I have not obtained any other public funds or assistance under any other publicly-funded financial assistance schemes for the fees to be reimbursed for the same course(s), modules or units of study credits from CEF under this application.

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 CEF 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 OCEF to handle the personal data / information provided in this application form in accordance with sections 6.1 to 6.5 of the Notes. I also give my consent to the institutions / course providers concerned to release my personal data to OCEF for the purpose of processing my application or verifying the information provided in this application.

I understand that 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.

Any money transferred to the account nominated for receipt of reimbursement from OCEF in Part A of this form is deemed to be received by me.

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.

<table>
<thead>
<tr>
<th>申請人簽署 Signature</th>
<th>日期 Date</th>
</tr>
</thead>
</table>

| SIGN | 577 | NOC | 578 |

For Office Use Only

Processed by: [Signature]
Checked by: [Signature]

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1. 申請人必須於成功修畢課程後一年內（按每項課程獨立計算）並於年滿 71 歲前，遞交至
持續進修基金辦事處（辦事處）（地址：香港荃灣青山公路 388 號中染大廈 25 樓 07-11 室）辦理。

所需文件包括：
- 香港智能身份證
- 學歷證明（如適用）
- 繳付學費的證明文件
- 成功修畢課程的證書文件
- 基準試成績單（只適用於修讀語文能力課程並就該課程所指定的基準試中取得指定或更高程度的申請人）
- 繳付基準試考試費的證明文件（只適用於修讀語文能力課程並就該課程所指定的基準試中取得指定或更高程度的申請人）
- 載有申請人姓名、帳戶號碼及銀行名稱 / 銀行編號的銀行存摺首頁或月結單。

An applicant must submit the completed application form together with a copy of the following documents to the Office of the Continuing Education Fund (OCEF) (Address: Units 07-11, 25/F., CDW Building, 388 Castle Peak Road, Tsuen Wan, Hong Kong) within one year upon successful completion of the course (which should be calculated in respect of each course respectively) and before reaching 71 years old.

Documents required:
- Hong Kong Smart Identity Card,
- One-way permit (if applicable),
- Documentary proof of tuition fees paid,
- Documentary proof of successful completion of the course(s),
- Benchmark test / examination result (only applicable to applicants who have studied language proficiency courses as well as passed a specified benchmark test / examination at the specified (or higher) level in respect of the course(s)),
- Documentary proof of benchmark test / examination fee paid (only applicable to applicants who have studied language proficiency courses as well as passed a specified benchmark test / examination at the specified (or higher) level in respect of the course(s)),
- Front page of the applicant’s bank passbook or bank statement showing the applicant’s name, account number and bank name / bank code.

2. 所有已遞交的文件概不退回。
All submitted documents are not returnable.

3. 除在申請表格中指定作可選擇是否填寫的資料外，申請人必須提供表格內其他所需的個人資料。申請人如未能按照要求提供必須的資料，將可能導致辦事處未能處理有關申請。

 Provision of personal data is compulsory except for those data specified in part A of the application form as optional. OCEF may not be able to process the application due to the applicant’s failure to provide such mandatory data.

4. 如申請表格內所填寫的資料與同一申請人以往提交的資料不同，辦事處將採用最新提交的資料處理有關申請。
In the event the information provided for part A of the application form differs from those previously submitted by the same applicant, OCEF will adopt the latest information provided to process the application.

5. 申請人在遞交申請後，需要更改所提供的個人資料（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 305 (2019)）至辦事處。「更改個人資料通知書」可於 https://www.wfsfaa.gov.hk/cef 下載。
If the applicant needs to change the personal data that he / she has provided to OCEF after submitting the application (e.g. the correspondence address or contact number), please notify OCEF as soon as possible in writing by using the “Notification of Change of Personal Data” (SFO 305 (2019)) which can be downloaded from https://www.wfsfaa.gov.hk/cef.

6. 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
助處的僱員提供任何利益（例如金錢或贈品等），作為該僱員協助或加速辦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 the OCEF or the Student Finance Office of the Working Family and Student Financial Assistance Agency as an inducement to or a reward for facilitating or expediting the processing of applications.

7. 申請人如在遞交申請之日後的 10 個工作天仍未收到電話或書面確認通知，請致電 3142 2277 與職員聯絡（由「1823’
職員接聽）。
If an applicant does not receive any acknowledgement of receipt by SMS messages or in writing after 10 working days from the date of submission of the application, please contact OCEF at 3142 2277 (handled by the staff of “1823”).

8. 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，下午二時至下午四時四十五分（公眾假期除外）。
Opening hours of OCEF: Mondays to Fridays: 8:45am – 1:00pm, 2:00pm – 5:45pm (except public holidays).

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