3 January 2019

Dear MSEC 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:**

<table>
<thead>
<tr>
<th>EC6001 eCommerce Project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Institution / Course Provider</strong></td>
</tr>
<tr>
<td><strong>CEF Institution Code</strong></td>
</tr>
<tr>
<td><strong>CEF Course Code</strong></td>
</tr>
<tr>
<td><strong>CEF Course Title</strong></td>
</tr>
<tr>
<td><strong>Actual Tuition Fees Paid</strong></td>
</tr>
<tr>
<td><strong>Credit Unit</strong></td>
</tr>
<tr>
<td><strong>Offered in</strong></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, Yeung Kin Man Academic Building, 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, 2018/2019** from **3 January 2019 to 9 January 2019**

2. Please contact Miss Tiong Chan at 3442 8613 if you do not receive the returned form with CS Department endorsement by **11 January 2019**.

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, 2018/2019  **14 January 2019**

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 2019  from 22 July 2019 to 3 August 2019 (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 Tiong Chan at 3442 8613.

Yours sincerely,

General Office
Department of Computer Science
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.

If the applicant has not obtained approval in principle for opening an account with CEF, they must submit a second application before the commencement of other reimbursable courses.

甲部 PART A 個人資料 PERSONAL DATA

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

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

Actual Tuition Fees paid by the applicant:

HK$22,140

Commencement Date (D/M/Y): 29/1/2019

注意事項/Attention:

1. 申請人須於開課日期前遞交申請至持續進修基金辦事處。


The tuition fees of all “reimbursable courses” must be collected on equal monthly installments basis except those which have been granted exemption by the Secretary for Labour and Welfare. For the list of exempted courses, please visit CEF website (www.wfsfaa.gov.hk/cef).

PART C  院校 / 辦學機構證明 CERTIFICATION BY THE INSTITUTION / COURSE PROVIDER

申請人在遞交申請前必須將申請表交予院校 / 辦學機構填寫及蓋章。

Applicants should submit the form to the institution for certification and completion before submission.

茲證明 / This is to certify that:
1. 申請人已被錄取修讀乙所申報之課程，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. 申請人並非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) she/his enrolled (Only applicable to UGC-funded institutions).

日期 Date: ______________________

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

認可的院校 / 辦學機構印章

Authorized Stamp Chop of Institution

PART E  誣明書 DECLARATION

本人擁有香港特別行政區（香港）居留權／香港永久居留權／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》[SFO 191C (2015) Rev. ]，並完全明白其內容。現特此聲明：本人在這份申請表內所填報的各項資料，盡本人所知，均屬詳盡而真實的資料。

本人知道，持續進修基金辦事處（以下簡稱“辦事處”）將根據本人所提供的資料，決定本人是否符合獲持續進修基金授予費用的資格，以及評估本人可獲發放的金額。本人亦明白，假以欺騙手眼及取顯無利潤報告資料或作出失實陳述，即屬犯法，對違反者可循法律程序追究法律責任。

本人知情，辦事處按照申請指南第１部分第６段的規定，處理本申請表而提供的個人資料及其它資料。本人亦同意本人所提供的院校或辦學機構向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實本人就本申請而提供的資料。

本人明白，辦事處有權根據本人的申請，以及在有需要時調整本人可獲發放的金額。本人承諾在辦事處提出要求時，將本人所收的款項歸還香港特別行政區政府。

此外，本人同意辦事處會將發還的款項用作償還本人向無息審查貸款計劃償還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” [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.

署名及日期 Signature & Date

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.

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 hour of the Office of the Continuing Education Fund: Monday to Friday 8:45am – 1:00pm, 2:00pm – 5:45pm.