



持續進修基金申請表格

Continuing Education Fund Application Form

由辦事處填寫 For Office Use Only	
Date	1 <input style="width: 95%;" type="text"/>
No	9 P

重要事項(Important Notes)

本表格 [SFO 313 (2020)] 是一份合併表格，可同時處理開立持續進修基金帳戶及發還款項的申請。由 2019 年 4 月 1 日起，首次申請的人士，只需在成功修畢持續進修基金可獲發還款項課程後填妥此合併表格，並遞交有關的證明文件，便可同時申請開戶及發還款項。此表格亦適用於之前已開戶之申請人，單就發還款項而作出的申請。

This form [SFO 313 (2020)] 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.

在填寫表格前請先參閱『持續進修基金申請指引』[SFO 312_C (2020)]。請用黑色或深藍色原子筆，以正楷填寫本表格。

Please refer to the "Continuing Education Fund Guidance Notes for Application" [SFO 312_E (2020)] before filling in the form. Please complete all items in block letters with a blue or black ballpen.

甲部 PART A 個人資料 PERSONAL DATA

除註有 * 的欄位可選擇是否填寫外，申請人必須填寫所有其他欄位。

Except the fields marked with * which are optional ones, applicants are required to complete all other fields.

中文姓名(如適用) *稱謂
 Name in Chinese: _____ Title: 17 先生 Mr. = 1 女士 Ms. = 2 小姐 Miss = 3
 (if applicable)

英文姓名
 Name in English: 18
 (請靠左填寫—先填姓氏，後填名字 Left-justified – Surname first, then Other Name)

香港智能身份證號碼 出生日期
 Hong Kong Smart Identity Card No.: 53 () Date of Birth: 62
 (請靠右填寫 Right-justified) D D M M Y Y Y Y

通訊地址
 Correspondence Address: 70 78 81
 室 Flat 層 Floor 座 Block

(請用正楷填寫，如住址與通訊地址不同，請在丙部「申請人附加資料」填報住址
 Please complete in English block letters. If your residential address is not the same as your correspondence address, please indicate your residential address in Part C "Additional Information of Applicant")

大廈名稱 Name of Building
 86

屋邨 / 屋苑 Estate / Court
 126

街號及街名 No. & Name of Street
 166

地區 District (請靠左填寫，Left-justified)
 206

246 香港 Hong Kong = 1 九龍 Kowloon = 2 新界 New Territories = 3

住宅電話 本地流動電話
 Residential Telephone: 247 Local Mobile Phone: 255

銀行帳號^{註一}
 Bank Account No.^{Note 1}: 263
 銀行編號 分行編號及帳戶號碼
 Bank Code Branch Code & Account No

*你是否學位持有人? *族裔^{註二}
 Are you a degree holder? 278 是 Yes = Y 否 No = N Ethnicity^{Note 2}: 279 華人 Chinese = 1 巴基斯坦 Pakistani = 2
 尼泊爾 Nepalese = 3 其他 Others = 4

*其他族裔請註明
 Please specify for other ethnicity: 280

 註一 Note 1: 申請人於指定接收款項的儲蓄/往來帳戶所使用的姓名必須與香港智能身份證上的姓名完全相同。定期存款帳戶、信用卡帳戶、外幣帳戶及貸款帳戶概不適用。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.

註二 Note 2: 收集族裔的資料用作統計及研究用途，並不會影響持續進修基金申請的處理及審核事宜。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.

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HKID <input style="width: 20px;" type="text"/>	ADD <input style="width: 20px;" type="text"/>	AG <input style="width: 20px;" type="text"/>	RS <input style="width: 20px;" type="text"/>	BANK BOOK <input style="width: 20px;" type="text"/>	OTHA <input style="width: 20px;" type="text"/>
320	321	322	323	324	325

課程甲 Course 1

I) 由申請人填寫 To be completed by the applicant

請順序由最早開課的課程開始填寫

Please input the courses in sequence from the earliest course commencement date

院校 / 培訓機構名稱

Name of Institution /
Course Provider:

Six Sigma Institute Ltd.

持續進修基金院校 /
培訓機構編號328

6	1	6
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CEF Institution /
Course Provider Code:持續進修基金課程編號
CEF Course Code:331

2	1	C	0	3	9	3	1	4
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持續進修基金課程名稱

CEF Course Title:

Six Sigma Black Belt Certification Programme

課程開課日期

Course Commencement
Date:340

D	D	M	M	Y	Y	Y	Y

完成課程日期

Date of Course Completion:

348

D	D	M	M	Y	Y	Y	Y

繳交第 1 期學費日期
Date of 1st Instalment
of Tuition Fees Paid:356

D	D	M	M	Y	Y	Y	Y

實際已付學費[^]
Actual Amount of
Tuition Fees Paid:364

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[^] 請填寫整數金額，並靠右填寫。 Please round down to the nearest dollar and right-justified.

II) 修讀語文能力課程的申請人如欲申請發還基準試考試費用，請填寫以下欄位。申請人須就該課程所指定的基準試中取得指定或更高程度
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)

基準試考試名稱

Name of Benchmark Test /
Examination:

基準試考試日期

Date of Benchmark Test /
Examination:370

D	D	M	M	Y	Y	Y	Y

繳交基準試考試費日期

Date of Test /
Examination Fee Paid:378

D	D	M	M	Y	Y	Y	Y

已付基準試考試費用
Benchmark Test /
Examination Fee Paid:HK\$ 386

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III) 由申請人交予院校 / 培訓機構填寫及蓋章

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

茲證明 / This is to certify that :

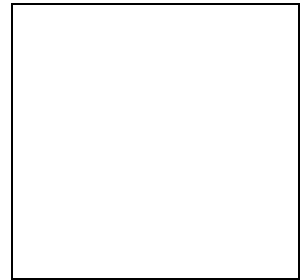
1. 申請人已出席不少於課程總上課時數的百分之七十或課程所規定的較高出席要求(以較高者為準)，並在所有獲勞工及福利局局長批核的課程評核方法(包括任何已獲批核計算整體成績比重的考試及功課要求)中取得整體分數的百分之五十或課程所規定的較高評核要求的百分比率(以較高者為準)。而申請人在此份申請表格上所填報的資料，包括課程開始及完成日期、學費金額和繳交學費日期等均為真實、正確及完整；

The applicant has attended no less than 70% of the contactable 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 whichever method approved by the Secretary for Labour and Welfare (including any examination and assignment requirements with approved weighting). The information provided by the applicant in this application form including the course commencement and completion date, the amount of tuition fee paid, date of payment, etc. are true, correct and complete;

2. 申請人並不是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，惟於乙部第 I 節所申報之課程學費並不屬於繳付教資會資助課程學費的一部份(只適用於受教資會資助的院校)；及
 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(I) is not part of the tuition fees for the UGC-funded programme(s) the applicant enrolled (only applicable to UGC-funded institutions); and

3. 申請人並沒有就乙部第 I 節所申報之課程在「為修讀香港自資學士學位課程學生提供免息審查資助計劃」、「指定專業 / 界別課程資助計劃」，或在任何其他透過院校 / 培訓機構直接發放或補貼的公帑資助計劃下就同一項課程、學習單元或學分獲得資助 (只適用於受有關資助計劃資助的院校 / 培訓機構)。

The applicant has not obtained any subsidy for the same course(s), modules or units of study credits from the "Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong", "Study Subsidy Scheme for Designated Professions / Sectors" or any other publicly-funded subsidy schemes where the subsidy is disbursed or subsidized through the institution / course provider direct in respect of the course as stated in Part B(I) (only applicable to institutions / course providers covered by the subsidy schemes concerned).



認可的院校印章
Authorized Stamp Chop of
Institution / Course
Provider

日期 Date

由辦事處填寫 For Office Use Only

TF 390

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GP 391

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CERT 392

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OTHP 393

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BTF 396

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BGP 397

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BCERT 398

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LINK 399

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BCODE 402

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課程乙 Course 2

I) 由申請人填寫 To be completed by the applicant

請順序由最早開課的課程開始填寫

Please input the courses in sequence from the earliest course commencement date

院校 / 培訓機構名稱

Name of Institution /

Course Provider:

持續進修基金院校 /
培訓機構編號

411

CEF Institution /
Course Provider Code:持續進修基金課程編號
CEF Course Code:

414

持續進修基金課程名稱
CEF Course Title:課程開課日期
Course Commencement
Date:

423

完成課程日期
Date of Course Completion:

431

繳交第 1 期學費日期
Date of 1st Instalment
of Tuition Fees Paid:

439

實際已付學費[^]
Actual Amount of
Tuition Fees Paid:

HK\$

447

[^] 請填寫整數金額，並靠右填寫。 Please round down to the nearest dollar and right-justified.II) 修讀語文能力課程的申請人如欲申請發還基準試考試費用，請填寫以下欄位。申請人須就該課程所指定的基準試中取得指定或更高程度
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)

基準試考試名稱

Name of Benchmark Test /
Examination:

基準試考試日期

Date of Benchmark Test /
Examination:

453

繳交基準試考試費日期
Date of Test /
Examination Fee Paid:

461

已付基準試考試費用
Benchmark Test /
Examination Fee Paid:

HK\$

469

III) 由申請人交予院校 / 培訓機構填寫及蓋章

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

茲證明 / This is to certify that :

1. 申請人已出席不少於課程總上課時數的百分之七十或課程所規定的較高出席要求(以較高者為準)，並在所有獲勞工及福利局局長批核的課程評核方法(包括任何已獲批核計算整體成績比重的考試及功課要求)中取得整體分數的百分之五十或課程所規定的較高評核要求的百分比率(以較高者為準)。而申請人在此份申請表格上所填報的資料，包括課程開始及完成日期、學費金額和繳交學費日期等均為真實、正確及完整；

The applicant has attended no less than 70% of the contactable 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 whichever method approved by the Secretary for Labour and Welfare (including any examination and assignment requirements with approved weighting). The information provided by the applicant in this application form including the course commencement and completion date, the amount of tuition fee paid, date of payment, etc. are true, correct and complete;

2. 申請人並不是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，惟於乙部第 I 節所申報之課程學費並不屬於繳付教資會資助課程學費的一部份(只適用於受教資會資助的院校)；及
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(I) is not part of the tuition fees for the UGC-funded programme(s) the applicant enrolled (only applicable to UGC-funded institutions); and

3. 申請人並沒有就乙部第 I 節所申報之課程在「為修讀香港自資學士學位課程學生提供免息審查資助計劃」、「指定專業 / 界別課程資助計劃」，或在任何其他透過院校 / 培訓機構直接發放或補貼的公帑資助計劃下就同一項課程、學習單元或學分獲得資助 (只適用於受有關資助計劃資助的院校 / 培訓機構)。

The applicant has not obtained any subsidy for the same course(s), modules or units of study credits from the "Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong", "Study Subsidy Scheme for Designated Professions / Sectors" or any other publicly-funded subsidy schemes where the subsidy is disbursed or subsidized through the institution / course provider direct in respect of the course as stated in Part B(I) (only applicable to institutions / course providers covered by the subsidy schemes concerned).

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Institution / Course
Provider

日期 Date

由辦事處填寫 For Office Use Only

TF

473

GP

474

CERT

475

OTHP

476

BTF

479

BGP

480

BCERT

481

LINK

482

BCODE

485

課程丙 Course 3

I) 由申請人填寫 To be completed by the applicant

請順序由最早開課的課程開始填寫

Please input the courses in sequence from the earliest course commencement date

院校 / 培訓機構名稱

Name of Institution /
Course Provider:持續進修基金院校 /
培訓機構編號
CEF Institution /
Course Provider Code:

494			
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持續進修基金課程編號
CEF Course Code:

497									
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持續進修基金課程名稱
CEF Course Title:課程開課日期
Course Commencement
Date:

506									
	D	D	M	M	Y	Y	Y	Y	

完成課程日期
Date of Course Completion:

514									
	D	D	M	M	Y	Y	Y	Y	

繳交第 1 期學費日期
Date of 1st Instalment
of Tuition Fees Paid:

522									
	D	D	M	M	Y	Y	Y	Y	

實際已付學費[^]
Actual Amount of
Tuition Fees Paid:

530							
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[^] 請填寫整數金額，並靠右填寫。 Please round down to the nearest dollar and right-justified.

II) 修讀語文能力課程的申請人如欲申請發還基準試考試費用，請填寫以下欄位。申請人須就該課程所指定的基準試中取得指定或更高程度
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)

基準試考試名稱

Name of Benchmark Test /
Examination:基準試考試日期
Date of Benchmark Test /
Examination:

536									
	D	D	M	M	Y	Y	Y	Y	

繳交基準試考試費日期
Date of Test /
Examination Fee Paid:

544									
	D	D	M	M	Y	Y	Y	Y	

已付基準試考試費用
Benchmark Test /
Examination Fee Paid:

552				
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III) 由申請人交予院校 / 培訓機構填寫及蓋章

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

茲證明 / This is to certify that :

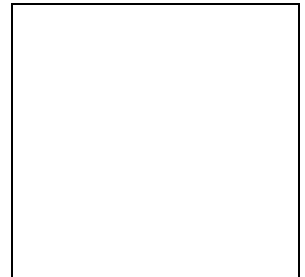
1. 申請人已出席不少於課程總上課時數的百分之七十或課程所規定的較高出席要求(以較高者為準)，並在所有獲勞工及福利局局長批核的課程評核方法(包括任何已獲批核計算整體成績比重的考試及功課要求)中取得整體分數的百分之五十或課程所規定的較高評核要求的百分比率(以較高者為準)。而申請人在此份申請表格上所填報的資料，包括課程開始及完成日期、學費金額和繳交學費日期等均為真實、正確及完整；

The applicant has attended no less than 70% of the contactable 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 whichever method approved by the Secretary for Labour and Welfare (including any examination and assignment requirements with approved weighting). The information provided by the applicant in this application form including the course commencement and completion date, the amount of tuition fee paid, date of payment, etc. are true, correct and complete;

2. 申請人並不是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，惟於乙部第 I 節所申報之課程學費並不屬於繳付教資會資助課程學費的一部份(只適用於受教資會資助的院校)；及
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3. 申請人並沒有就乙部第 I 節所申報之課程在「為修讀香港自資學士學位課程學生提供免入息審查資助計劃」、「指定專業 / 界別課程資助計劃」，或在任何其他透過院校 / 培訓機構直接發放或補貼的公帑資助計劃下就同一項課程、學習單元或學分獲得資助 (只適用於受有關資助計劃資助的院校 / 培訓機構)。

The applicant has not obtained any subsidy for the same course(s), modules or units of study credits from the "Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong", "Study Subsidy Scheme for Designated Professions / Sectors" or any other publicly-funded subsidy schemes where the subsidy is disbursed or subsidized through the institution / course provider direct in respect of the course as stated in Part B(I) (only applicable to institutions / course providers covered by the subsidy schemes concerned).



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Authorized Stamp Chop of
Institution / Course
Provider

日期 Date

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TF 556

GP 557

CERT 558

OTHP 559

BTF 562

BGP 563

BCERT 564

LINK 565

BCODE 568

丙部 PART C 申請人附加資料 ADDITIONAL INFORMATION OF APPLICANT

(如有需要，可另加紙補充 Use separate sheet if necessary)

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 312_C (2020)]，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，為了以欺騙手段取得金錢利益而漏報資料或作出失實陳述，即屬犯罪，對違犯者可循法律程序追究法律責任。

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。本人亦同意本人所屬院校／培訓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甲部所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入息審查貸款計劃下借貸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 312_E (2020)]. 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.

申請人簽署
Signature

日期 Date

由辦事處填寫 For Office Use Only

SIGN	577	<input type="checkbox"/>	NOC	578	<input type="checkbox"/>	Processed by:	579	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	589	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						Checked by:	597	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	607	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1. 申請人須將填妥的申請表格，連同下列文件副本於**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**¹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、
- 單程證 (如適用)、
- 繳付學費的證明文件、
- 成功修畢課程的證明文件、
- 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**¹.

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. 如申請表格甲部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供的資料處理有關申請。
In the event the information provided for part A of the application form are different from those previously submitted by the same applicant, OCEF will adopt the latest information provided to process the application.
5. 申請人如在遞交申請後，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 316 (2020)]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 316 (2020)] 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（例如金錢或饋贈等），作為該人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 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短訊或書面確認通知，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，下午二時至五時四十五分（公眾假期除外）。
Opening hours of OCEF: Mondays to Fridays 8:45am – 1:00pm, 2:00pm – 5:45pm (except public holidays).

¹ 申請人如欲就 2019 年 4 月 1 日前開課的課程申請發還款項，**必須於帳戶原訂的四年有效期限內及年齡屆滿 66 歲前遞交申請**。辦事處於處理該等發還款項申請時，將根據 2019 年 4 月 1 日前實施的規定(包括資助額上限 10,000 港元、申領申請次數上限四次等) 進行審批。 An applicant who wishes to claim course fee reimbursement in respect of course(s) that commenced before 1 April 2019, **the application(s) must be submitted within the 4-year validity period from the approval of his / her CEF account and before reaching 66 years old**. OCEF would process these reimbursement claim applications in accordance with the requirements stipulated before 1 April 2019 (including the subsidy ceiling of HK\$10,000, requirement on the maximum number of 4 claims, etc.).