

持續進修基金
CONTINUING EDUCATION FUND

申請人附加聲明書（2022 年 1 月）（只適用於一次過特別安排）
Supplementary Declaration Form for Applicant (January 2022)
(For One-off Special Arrangements Only)

注意事項

Points to Note

1. 本聲明書適用的申請人，是於 **2022 年 1 月 1 日至 2022 年 2 月 28 日期間**受 2019 冠狀病毒疫情影響，而未能達到基金慣常安排下規定申請發還款項所需的出席率要求（即最低 70% 或課程所規定的較高出席要求，以較高者為準），但符合在特別安排下較低的 60%出席率要求。
This form is applicable to CEF applicants who are unable to meet the minimum attendance requirement under the CEF established practice (i.e. 70% of the total contact hours of CEF courses or such higher attendance requirement as prescribed for the course, whichever is higher) due to the COVID-19 pandemic situation, but have attained the lowered minimum attendance requirement of 60% under the Special Arrangements from **1 January 2022 to 28 February 2022** for the purpose of claiming reimbursement of fees.
2. 填寫本聲明書前請先參閱《致持續進修基金培訓機構與申請人通告（2022 年 1 月）》。
Please read the relevant “Notice to Course Providers and Applicants under Continuing Education Fund (January 2022)” before completing this Declaration Form.

特別安排的實施細節

Operational Detail of Special Arrangements

3. 如基金課程的課堂在 **2022 年 1 月 1 日至 2022 年 2 月 28 日期間**確切受疫情影響，培訓機構可就只限以下異於現行要求的安排，就向當局作出登記 –
 - (a) 於替代的在線平台上教授最多 **70%**的獲批總教學時數；
 - (b) 更改教學地點至其他合資格場所；及
 - (c) 按情況調整評核方法。

Where the delivery of classes of CEF courses is genuinely affected by the pandemic situation during the period from **1 January 2022 to 28 February 2022**, course providers may register for deviations from the existing requirements in the following areas only -

- (a) delivery of maximum **70%** of the total approved teaching and learning hours on alternate online platforms;
 - (b) change in the teaching venue to other qualified location(s); and
 - (c) adjustment of the assessment methods as appropriate.
4. 培訓機構於取得當局的特殊批准後，應盡快向學員宣布課程變動的詳情。學員出席在線課堂的時數將被計入其申領基金資助所需的整體出席率。
Course providers concerned should announce the details of such changes to learners affected as soon as exceptional approval is granted. The attendance for the online teaching sessions would be counted towards the overall attendance of a course participant for the purpose of meeting the requirement of claiming CEF subsidies.

5. 基金申請人如確切於 **2022 年 1 月 1 日至 2022 年 2 月 28 日期間** 受疫情影響而未能出席任何課堂，在符合以下的兩個情況下，該基金申請人可獲特殊批准以較低的課程出席率要求（即不少於總教學時數（包括面授及在線教學課堂的總和）的 **60%**）申領基金資助 –

- (a) 提交由相關培訓機構簽發的「**特別修畢證明信**」，註明(i)申請人就讀該基金課程的出席率（申請人的出席率須達 **60%或以上** 但不高於原先規定的最低出席率），及(ii)於課程評核中取得整體分數的 **50%** 或基金課程所規定的較高評核要求的百分比率（包括任何按獲批比重的考試和作業要求）（以較高者為準）（即通過評核）；及
- (b) 提交由學員簽署的「**持續進修基金申請人附加聲明書（2022 年 1 月）**」，註明缺課的日期及原因（例如：學員因 2019 冠狀病毒疫情影響而缺席）。

A CEF applicant whose attendance was genuinely affected by the pandemic situation during the period from **1 January 2022 to 28 February 2022** maybe granted an exceptional approval of a lower attendance requirement (i.e. not less than 60% of the total contact hours (face-to-face and online teaching-and-learning classes inclusive)) of the CEF course for the purpose of claiming reimbursement from CEF, subject to the following two conditions –

- (a) submission of an **Exceptional Certification Letter** issued by the respective course provider of CEF courses specifying (i) the attendance rate attained by the course participant; and (ii) the course participant has attained at least 50% or such higher overall passing mark or grade equivalent as prescribed for the course (whichever is higher) (i.e. assessment passed); and
- (b) submission of this **Supplementary Declaration Form (January 2022)** signed by the course participant setting out the dates of absence with reasons (e.g. the course participant was absent due to the COVID-19 pandemic situation).

6. 申請人提交上述(a)及(b)的兩份文件時，須同時提交「**持續進修基金申請表**」(SFO 313(2020))，以申領基金資助。「**持續進修基金申請指引**」(SFO 312_C (2020))內列明所需提交的其他文件及證明維持不變。

The documents stated in (a) and (b) above should be submitted **together with the CEF Application Form (SFO 313 (2020))** for claiming reimbursement from CEF. The requirement for submission of other necessary supporting and documentary proofs as stipulated in the Guidance Notes for Application (SFO 312_C (2020)) will remain the same.

7. 根據基金慣常安排，如培訓機構無法按獲批准的課程規格或原定日程提供有關課堂，必須盡可能為學員安排補課或延至下一學期上課，或根據既有機制退款給學員。考慮到近期的特殊情況，我們強烈建議培訓機構為因疫情而無法出席基金課堂的學員提供上述選項。

If a course provider cannot deliver a certain course according to the course specifications or as scheduled, it must, as far as possible, offer to arrange make-up classes or deferment for learners, or refund to learners in accordance with the stipulated refund policy. In view of the special circumstances, course providers are encouraged to follow the established practice to offer options to course participants who could not attend classes held due to the pandemic situation.

8. 勞工及福利局（勞福局）及持續進修基金辦事處（基金辦事處）保留權利向基金申請人索取其他證明文件及資料，以查證申請人的發還款項申請的真實性和準確性，或拒絕有關申請。基金申請人有責任保存所有相關證明資料或文件，以供當局在有需要時查核。

The Labour and Welfare Bureau (LWB) and the Office of CEF (OCEF) reserve the right to seek further supporting information and proofs from the applicants to verify the authenticity and accuracy of the applicants' claims for reimbursement or reject any applications concerned. CEF

applicants concerned are responsible to keep all relevant supporting or documentary proofs for the authority's checking if and when necessary.

9. 基金申請人須確保向勞福局及基金辦事處提供的資料詳細準確。當局保留權利就基金申請人提供的任何失實陳述或漏報資料，而向有關基金申請人採取法律和 / 或行政方面的行動。CEF applicant must ensure the accuracy of any information provided to the LWB and the OCEF. The authority reserves the right to take legal and / or administrative action against any errors in, omissions from, or misstatements or misrepresentations concerning any such information provided by CEF applicants.

基金培訓機構名稱 Name of CEF Course Provider: _____
 基金課程名稱 CEF Course Title: _____
 基金課程編號 CEF Course Code: _____
 課程開課日期 Commencement Date of the Course: _____
 課程完成日期 Completion Date of the Course: _____

於 2022 年 1 月 1 日至 2022 年 2 月 28 日期間開辦的課堂，所有本人未能出席的日子有： Date(s) of all the affected lesson(s) during 1 January 2022 to 28 February 2022 that I was unable to attend :	未能上課的原因 (例如：因 2019 冠狀病毒疫情影響而缺席) Reasons for Absence (e.g. "I was absent due to the COVID-19 pandemic situation".)
(This area is currently blank for the applicant to provide details.)	(This area is currently blank for the applicant to provide reasons for absence.)

聲明 DECLARATION

本人確認已閱讀及明白《致持續進修基金培訓機構與申請人通告（2022 年 1 月）》及本聲明書上的內容，並確認向勞工及福利局（勞福局）及基金辦事處提供的資料詳細準確。本人明白勞福局及基金辦事處保留權利索取其他證明資料，以查證本人發還款項申請的真實性和準確性；拒絕本人的申請；或就於本聲明書內提供的任何失實陳述或漏報資料，向本人採取法律和 / 或行政方面的行動。

I confirm that I have read and understood the content of the “Notice to Course Providers and Applicants under Continuing Education Fund (January 2022)” and this form, and that the information provided to the Labour and Welfare Bureau (LWB) and the OCEF is accurate. I understand that the LWB and the OCEF reserve the right to seek further supporting information and proofs to verify the authenticity and accuracy of my claim, reject my application concerned or take legal and/or administrative action against my errors in, omissions from, or misstatements or misrepresentations concerning any such information provided in this Form.

簽署 Signature: _____

基金申請人姓名（全名） Name of CEF Applicant (Full Name): _____

日期 Date: _____