

## Exceptional Certification Letter (For One-off Special Arrangements Only)

Logo and Name of Institution

This is to certify that <Name of Applicant>#, HKID No. <ID No.> has completed the following course(s) under the <CEF Course Title> (<CEF Course Code>):-

Name of Course / Module	Commencement Date	Completion Date	Actual Tuition Fees Paid	Date of Actual Tuition Fees Paid	Exact Attendance Rate Attained

# The student has not obtained any subsidy under the "Study Subsidy Scheme for Designated Professions/Sectors (SSSDP)" and the "Non-means-tested Subsidy Scheme (NMTSS)" for the applied CEF course(s).

\* The student has passed the course assessments of the course(s) as approved by the Labour and Welfare Bureau by attaining at least 50% or such higher overall passing mark or grade equivalent as prescribed for the course(s) (whichever is higher). The student's **attendance rate is not less than 60%**<sup>1</sup>.

Date

Chop of Institution

Address, telephone and fax number of the Institution

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<sup>1</sup> In general, for learners taking CEF course(s) which class(es) do(es) NOT fall into the affected period as specified in the "Notice to Course Providers and Applicants under Continuing Education Fund (December 2020)" or the "Notice to Course Providers and Applicants under Continuing Education Fund (January 2022)", their attendance requirement should not be less than 70% or such higher requirement as prescribed for the course(s) (whichever is higher).