



# 持续进修基金申请表格 Continuing Education Fund Application Form

由办事处填写 For Office Use Only

Date 1

No 9

## 重要事项 (Important Notes)

本表格 [SFO 313 (2022)] 是一份合并表格, 可同时处理开立持续进修基金账户及发还款项的申请。首次申请的人士, 只需在成功修毕持续进修基金可获发还款项课程后填妥此合并表格, 并递交有关的证明文件, 便可同时申请开户及发还款项。此表格亦适用于之前已开户之申请人, 单就发还款项而作出的申请。

This form [SFO 313 (2022)] is a combined application form for account opening and fee reimbursement under the Continuing Education Fund (CEF). 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.

在填写表格前请先参阅『持续进修基金申请指引』[SFO 312\_SC (2022)]。请用黑色或深蓝色原子笔, 以正楷填写本表格, 并邮寄或亲身递交本表格正本。

Please refer to the "Continuing Education Fund Guidance Notes for Application" [SFO 312\_E (2022)] before filling in the form. Please complete all items in block letters with a black or blue ballpen, and post or submit in person the original of this form.

## 甲部 PART A 个人资料 PERSONAL DATA

除注有 \* 的字段可选择是否填写外, 申请人必须填写所有其他字段。

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

首次申请  是 Yes = Y  
First application  否 No = N

中文姓名 (如适用)

Name in Chinese:

\* 称谓

Title: 17  先生 Mr. = 1 女士 Ms. = 2 小姐 Miss = 3

英文姓名

Name in English: 18

(请靠左填写—先填姓氏, 后填名字 Left-justified – Surname first, then Other Name)

香港智能身份证号码

Hong Kong Smart Identity Card No.: 53

出生日期

Date of Birth: 62

(请靠右填写 Right-justified)

日 Date 月 Month 年 Year

通讯地址

Correspondence Address: 70  78  81

室 Flat 层 Floor 座 Block

(请用正楷填写, 如住址与通讯地址不同, 请在丙部「申请人附加数据」填报住址)

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")

大厦名称 Name of Building

屋邨 / 屋苑 Estate / Court

街号及街名 No. & Name of Street

地区 District

香港 Hong Kong = 1  九龙 Kowloon = 2  新界 New Territories = 3

\* 电邮地址

Email address:

(请靠左填写, Left-justified)

住宅电话

Residential Telephone: 247

本地流动电话

Local Mobile Phone: 255

(办事处将以电话短讯发出确认收妥申请通知 Acknowledgement of receipt of application will be issued by SMS message)

银行帐号<sup>注一</sup>

Bank Account No. <sup>Note 1:</sup> 263

银行编号 分行编号及帐户号码  
Bank Code Branch Code & Account No.

银行账户持有人的英文姓名

Name of Bank Account Holder in English: 300

\* 你是否学位持有人?

Are you a degree holder? 340  是 Yes = Y  否 No = N

\* 族裔<sup>注二</sup>

Ethnicity <sup>Note 2:</sup> 341

华人 Chinese = 1 巴基斯坦 Pakistani = 2

尼泊尔 Nepalese = 3 其他 Others = 4 (请注明/please specify)

\*\*\*\*\*  
注一 Note 1: 申请人于指定接收款项的储蓄/往来账户所使用的姓名必须与香港智能身份证上的姓名完全相同。定期存款账户、信用卡账户、外币账户及贷款账户概不适用。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.

注二 Note 2: 收集族裔的资料用作统计及研究用途, 并不会影响持续进修基金申请的处理及审核事宜。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 342  ADD 343  AG 344  RS 345  BANK BOOK 346  OTHA 347

## 课程甲 Course 1

请顺序由最早开课的课程开始填写

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

## I) 由申请人填写 To be completed by the applicant

## 院校 / 培训机构名称

Name of Institution /  
Course Provider:持续进修基金院校 /  
培训机构编号CEF Institution /  
Course Provider Code:

350			
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持续进修基金课程编号  
CEF Course Code:

353									
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## 持续进修基金课程名称

CEF Course Title:

## 课程开课日期

Course Commencement  
Date:

362							
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日 Date 月 Month 年 Year

## 完成课程日期

Date of Course Completion:

370							
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日 Date 月 Month 年 Year

缴交第 1 期学费日期  
Date of 1<sup>st</sup> Instalment  
of Tuition Fees Paid:

378							
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日 Date 月 Month 年 Year

实际已付学费<sup>^</sup>  
Actual Amount of  
Tuition Fees Paid:

HK\$

386					
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<sup>^</sup> 请填写整数金额，并靠右填写。 Please round down to the nearest dollar and right-justified.

## II) 由申请人交予院校 / 培训机构填写及盖章

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

兹证明 / This is to certify that :

1. 申请人已出席不少于课程总上课时的百分之七十或课程所规定的较高出席要求(以较高者为准)，并在所有获劳工及福利局局长批核的课程评核方法(包括任何已获批核算整体成绩比重的考试及功课要求)中取得整体分数的百分之五十或课程所规定的较高评核要求的百分比率(以较高者为准)。而申请人在此申请表乙部第 1 节上所填报的课程数据均为真实、正确及完整；

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 Part B(I) of this application form is true, correct and complete;

2. 申请人并不是大学教育资助委员会(教资会)资助课程的学生；或申请人是教资会资助课程的学生，惟于乙部第 I 节所申报之课程学费并不属于缴付教资会资助课程学费的一部份(只适用于受教资会资助的院校)；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. 申请人并没有就乙部第 I 节所申报之课程在「为修读香港自资学士学位课程学生提供免入息审查资助计划」、「指定专业 / 界别课程资助计划」，或在任何其他透过院校 / 培训机构直接发放或补贴的公帑资助计划下就同一项课程、学习单元或学分获得资助 (只适用于受有关资助计划资助的院校 / 培训机构)。

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).

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

日 Date / 月 Month / 年 Year  
日期 Date

## III) 修读语文能力课程的申请人如欲申请发还基准试考试费用，请填写以下字段。申请人须就该课程所指定的基准试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)**

## 基准试考试名称

Name of Benchmark Test /  
Examination:

## 基准试考试日期

Date of Benchmark Test /  
Examination:

392							
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日 Date 月 Month 年 Year

## 缴交基准试考试费用日期

Date of Test /

Examination Fee Paid:

400							
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日 Date 月 Month 年 Year

## 已付基准试考试费用

Benchmark Test /  
Examination Fee Paid:

HK\$

408				
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## 由办事处填写 For Office Use Only

TF 412 GP 413 CERT 414 OTHP 415 BTF 418 BGP 419 BCERT 420 LINK 421 BCODE 424

## 课程乙 Course 2

请顺序由最早开课的课程开始填写

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

## I) 由申请人填写 To be completed by the applicant

## 院校 / 培训机构名称

Name of Institution /  
Course Provider:持续进修基金院校 /  
培训机构编号

433

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CEF Institution /  
Course Provider Code:持续进修基金课程编号  
CEF Course Code:

436

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## 持续进修基金课程名称

CEF Course Title:

## 课程开课日期

Course Commencement  
Date:

445

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日 Date 月 Month 年 Year

## 完成课程日期

Date of Course Completion:

453

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日 Date 月 Month 年 Year

缴交第 1 期学费日期  
Date of 1<sup>st</sup> Instalment  
of Tuition Fees Paid:

461

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日 Date 月 Month 年 Year

实际已付学费<sup>^</sup>  
Actual Amount of  
Tuition Fees Paid:

HK\$

469

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<sup>^</sup> 请填写整数金额，并靠右填写。 Please round  
down to the nearest dollar and right-justified.

## II) 由申请人交予院校 / 培训机构填写及盖章

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

兹证明 / This is to certify that :

1. 申请人已出席不少于课程总上课时的百分之七十或课程所规定的较高出席要求(以较高者为准)，并在所有获劳工及福利局局长批核的课程评核方法(包括任何已获批核计算整体成绩比重的考试及功课要求)中取得整体分数的百分之五十或课程所规定的较高评核要求的百分比率(以较高者为准)。而申请人在此申请表乙部第 1 节上所填报的课程数据均为真实、正确及完整；

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 Part B(I) of this application form is true, correct and complete;

2. 申请人并不是大学教育资助委员会(教资会)资助课程的学生；或申请人是教资会资助课程的学生，惟于乙部第 I 节所申报之课程学费并不属于缴付教资会资助课程学费的一部份(只适用于受教资会资助的院校)；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. 申请人并没有就乙部第 I 节所申报之课程在「为修读香港自资学士学位课程学生提供免入息审查资助计划」、「指定专业 / 界别课程资助计划」，或在任何其他透过院校 / 培训机构直接发放或补贴的公帑资助计划下就同一项课程、学习单元或学分获得资助 (只适用于受有关资助计划资助的院校 / 培训机构)。

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).

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

日 Date / 月 Month / 年 Year  
日期 Date

## III) 修读语文能力课程的申请人如欲申请发还基准试考试费用，请填写以下字段。申请人须就该课程所指定的基准试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)

## 基准试考试名称

Name of Benchmark Test /  
Examination:

## 基准试考试日期

Date of Benchmark Test /  
Examination:

475

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日 Date 月 Month 年 Year

## 缴交基准试考试费日期

Date of Test /

Examination Fee Paid:

483

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日 Date 月 Month 年 Year

## 已付基准试考试费用

Benchmark Test /  
Examination Fee Paid:

HK\$

491

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## 由办事处填写 For Office Use Only

TF 495

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GP 496

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CERT 497

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OTHP 498

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BTF 501

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BGP 502

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BCERT 503

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LINK 504

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BCODE 507

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## 课程丙 Course 3

请顺序由最早开课的课程开始填写

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

## I) 由申请人填写 To be completed by the applicant

## 院校 / 培训机构名称

Name of Institution /  
Course Provider:持续进修基金院校 /  
培训机构编号CEF Institution /  
Course Provider Code:

516			
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持续进修基金课程编号  
CEF Course Code:

519									
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## 持续进修基金课程名称

CEF Course Title:

## 课程开课日期

Course Commencement  
Date:

528							
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日 Date 月 Month 年 Year

## 完成课程日期

Date of Course Completion:

536							
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日 Date 月 Month 年 Year

缴交第 1 期学费日期  
Date of 1<sup>st</sup> Instalment  
of Tuition Fees Paid:

544							
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日 Date 月 Month 年 Year

实际已付学费<sup>^</sup>Actual Amount of  
Tuition Fees Paid:

HK\$

552					
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<sup>^</sup> 请填写整数金额，并靠右填写。 Please round down to the nearest dollar and right-justified.

## II) 由申请人交予院校 / 培训机构填写及盖章

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

兹证明 / This is to certify that :

1. 申请人已出席不少于课程总上课时的百分之七十或课程所规定的较高出席要求(以较高者为准)，并在所有获劳工及福利局局长批核的课程评核方法(包括任何已获批核计算整体成绩比重的考试及功课要求)中取得整体分数的百分之五十或课程所规定的较高评核要求的百分比率(以较高者为准)。而申请人在此申请表乙部第 1 节上所填报的课程数据均为真实、正确及完整；

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2. 申请人并不是大学教育资助委员会(教资会)资助课程的学生；或申请人是教资会资助课程的学生，惟于乙部第 I 节所申报之课程学费并不属于缴付教资会资助课程学费的一部份(只适用于受教资会资助的院校)；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. 申请人并没有就乙部第 I 节所申报之课程在「为修读香港自资学士学位课程学生提供免入息审查资助计划」、「指定专业 / 界别课程资助计划」，或在任何其他透过院校 / 培训机构直接发放或补贴的公帑资助计划下就同一项课程、学习单元或学分获得资助 (只适用于受有关资助计划资助的院校 / 培训机构)。

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).

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

日 Date / 月 Month / 年 Year  
日期 Date

## III) 修读语文能力课程的申请人如欲申请发还基准试考试费用，请填写以下字段。申请人须就该课程所指定的基准试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)

## 基准试考试名称

Name of Benchmark Test /  
Examination:

## 基准试考试日期

Date of Benchmark Test /  
Examination:

558							
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日 Date 月 Month 年 Year

## 缴交基准试考试费用日期

Date of Test /  
Examination Fee Paid:

566							
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日 Date 月 Month 年 Year

## 已付基准试考试费用

Benchmark Test /  
Examination Fee Paid:

HK\$	574				
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## 由办事处填写 For Office Use Only

TF 578 GP 579 CERT 580 OTHP 581 BTF 584 BGP 585 BCERT 586 LINK 587 BCODE 590

丙部 PART C 申请人附加资料 ADDITIONAL INFORMATION OF APPLICANT

(如有需要，可另加纸补充 Use separate sheet if necessary)

丁部 PART D 声明书 DECLARATION

本人拥有香港特别行政区 (香港) 居留权 / 香港入境权 / 获准逗留香港的许可而不受任何逗留条件的限制 / 持单程证从中国大陆来港定居。

本人已细阅《持续进修基金申请指引》(以下简称“《指引》”) [SFO 312\_SC (2022)], 并完全明白其内容。现特此声明：本人在这份申请表格内所填报的各项资料，尽本人所知，均属详尽而真实的资料。本人亦声明，就这次本人要求持续进修基金发还予本人的费用而言，本人从未获其他公帑或在其他公帑资助计划下就同一项课程、学习单元或学分获得任何资助。

本人知道，持续进修基金办事处 (以下简称“办事处”) 将依据本人所提供的资料，决定本人是否符合获持续进修基金发还费用的资格，以及评估本人可获发还的金额。本人亦明白，为了以欺骗手段取得金钱利益而漏报资料或作出失实陈述，即属犯罪，对违犯者可循法律程序追究法律责任。

本人授权办事处按照《指引》第 6.1 至 6.8 段的内容，处理这份申请表格内的个人资料及其他数据。本人亦同意本人所属院校 / 培训机构向办事处提供本人的个人资料，以便办事处处理本人的申请或核实本人就这项申请而提供的数据。

本人明白，办事处有权覆检本人的申请，以及在有需要时调整本人可获发还的金额。本人承诺在办事处提出要求时，将本人多收的款项归还香港特别行政区政府。

任何款项经办事处转账至本表格甲部所指定收取款项的账户内均视为本人所收妥的款项。

此外，本人同意办事处会将发还的款项用作偿还本人在「扩展的免入息审查贷款计划」下借用以支付同一课程学费的贷款(如适用)。

本人亦授权任何政府决策局及其他政府部门或其咨询组织或其代理及本人递交申请时所就读的院校 / 培训机构可向办事处透露本人在其部门 / 机构所储存有关本人的个人资料，以便处理本人的申请。

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 “Continuing Education Fund Guidance Notes for Application” (the Notes) [SFO 312\_E (2022)]. 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 6.8 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 the Extended Non-means-tested Loan Scheme loans which I have borrowed for payment of the tuition fee in respect of the same course (if applicable).

I further give my consent to any Government policy bureaux and departments or their advisory bodies or agencies, and the institution / course provider offering the programme in respect of which I am making the application to release my personal data to OCEF for the purpose of processing my application.

日期 Date 月 Month 年 Year

申请人签署 Signature of Applicant

日期 Date

由办事处填写 For Office Use Only. SIGN 599, NOC 600, Processed by: 601, Checked by: 619, 629. 日期 Date 月 Month 年 Year

1. 申请人须将填妥的申请表**正本**，连同下列文件副本，于**成功修毕课程后的一年内(按每项课程独立计算)<sup>1</sup>** 邮寄或亲身递交至办事处（地址：新界荃湾青山公路 388 号中染大厦 25 楼 07-11 室）。申请人亦可把申请文件放入设于长沙湾政府合署 11 楼或办事处门外的收集箱内。

An applicant must **post or submit in person** the **original** of the completed application form together with a copy of the following documents to OCEF (Address: Units 07-11, 25/F., CDW Building, 388 Castle Peak Road, Tsuen Wan, New Territories) **within one year upon successful completion of the course (which should be calculated in respect of each course respectively)**<sup>1</sup>. Applicants may also place their application documents into the drop-in boxes on 11/F., Cheung Sha Wan Government Offices or near the main entrance of OCEF.

所需文件副本包括：

- 香港智能身份证、
- 单程证 (如适用)、
- 缴付学费的证明文件、
- 成功修毕课程的证明文件、
- 基准试成绩单 (只适用于修读语文能力课程并就该课程所指定的基准试中取得指定或更高程度的申请人)、
- 缴付基准试考试费的证明文件 (只适用于修读语文能力课程并就该课程所指定的基准试中取得指定或更高程度的申请人)、
- 载有申请人姓名、帐户号码及银行名称 / 银行编号的银行存折首页或月结单。

**Copies of the 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. 如你符合以下条件，可于递交申请表时无需提交香港智能身份证及/或银行存折首页或月结单副本：

If you meet the following requirements, you may not be required to submit copy(ies) of your Hong Kong Smart Identity Card (HKID Card) and / or the front page of your bank passbook or bank statement copy(ies) when submitting the application form:

豁免提交香港智能身份证副本的条件包括：

- I. 过去曾成功开立持续进修基金账户；及
- II. 你在上述申请中曾提交香港智能身份证副本，而该证件上的个人资料至今没有改变。

The conditions for exemption from submitting a copy of HKID Card include:

- I. You have successfully opened an account with CEF in the past; and
- II. You have submitted a copy of your HKID Card together with the above application and there is no change of the personal particulars as shown on your HKID Card.

豁免提交银行存折首页或月结单副本的条件包括：

- I. 过去曾提交银行存折首页或月结单副本，并成功透过有关银行账户接收持续进修基金或在职家庭津贴计划资助；
- II. 上述银行账户仍然有效；及
- III. 你于是次申请表上，填写上述银行帐户号码。

The conditions for exemption from submitting a copy of the front page of bank passbook or bank statement include:

- I. You have submitted a copy of the front page of your bank passbook or bank statement in the past, and successfully received subsidy from CEF or Working Family Allowance Scheme through the relevant bank account;
- II. The relevant bank account is still valid; and
- III. You have input the same bank account number on the application form.

如有需要，你仍然可能会被要求重新提交相关文件副本。如有任何争议，办事处保留最终决定权。

If necessary, you may still be required to resubmit copy(ies) of the relevant document(s). In case of any disputes, the decision of OCEF will be final.

<sup>1</sup> 申请人如欲就 2019 年 4 月 1 日前开课的课程申请发还款项，**必须于账户原订的四年有效期限内及年龄届满 66 岁前递交申请**。办事处于处理该等发还款项申请时，将根据 2019 年 4 月 1 日前实施的规定(包括资助额上限 10,000 港元、申领申请次数上限四次等) 进行审批。申请人如欲就 2019 年 4 月 1 日至 2022 年 7 月 31 日期间开课的课程申请发还款项，**必须于成功修毕课程后的一年内及年龄届满 71 岁前递交申请**。办事处于处理该等发还款项申请时，将根据 2019 年 4 月 1 日至 2022 年 7 月 31 日期间实施的规定(包括当时的资助额上限 20,000 港元) 进行审批。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 reimbursements 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.). An applicant who wishes to claim course fee reimbursement in respect of course(s) that commenced during the period from 1 April 2019 to 31 July 2022, **the application(s) must be submitted within one year upon successful completion of the course and before reaching 71 years old**. OCEF would process these reimbursements claim applications in accordance with the requirements stipulated during the period from 1 April 2019 to 31 July 2022 (including the prevailing subsidy ceiling of HK\$20,000).

3. 所有已递交的文件概不退回。  
All submitted documents are not returnable.
4. 除在申请表格甲部指定为可选择是否填写的数据外，申请人必须提供表格内其余所需的个人资料。申请人如未能按要求提供必须的资料，将可能导致办事处未能处理有关申请。  
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.
5. 如申请表格甲部填写的数据与同一申请人以往提交的数据不同，办事处将采用最新提供的数据处理有关申请。  
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.
6. 申请人如在递交申请后，需要更改所提供的个人资料（例如通讯地址或联络电话），请尽快填妥并交回「更改个人资料通知书」[SFO 316 (2022)]至办事处。「更改个人资料通知书」可于 <https://www.wfsfaa.gov.hk/sc/ce/cef/overview.php> 下载，或透过「香港政府一站通」网上平台填写及递交电子表格（<https://eform.cefs.gov.hk/form/sfo018/sc/>）。  
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 (2022)] which can be downloaded from <https://www.wfsfaa.gov.hk/en/ce/cef/overview.php>, or complete and submit the online application form through "GovHK" (<https://eform.cefs.gov.hk/form/sfo018/en/>).
7. 申请人须注意，根据防止贿赂条例（香港法例第 201 章），任何人向办事处或在职家庭及学生资助事务处的雇员提供任何利益（例如金钱或馈赠等），作为该人员协助或加速处理申请的诱因或报酬，即属违法。  
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 OCEF or the Working Family and Student Financial Assistance Agency as an inducement to or a reward for facilitating or expediting the processing of applications.
8. 申请人如在递交申请之日后的 10 个工作日仍未收到电话短讯或书面确认通知，请致电 3142 2277 与职员联络（由「1823」职员接听）。  
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").
9. 办事处的办公时间：星期一至五上午八时四十五分至下午一时正，下午二时至五时四十五分（公众假期除外）。  
Opening hours of OCEF: Mondays to Fridays 8:45am – 1:00pm, 2:00pm – 5:45pm (except public holidays).