

Continuing Education Fund **Supplementary Information**

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 Continuing Education Fund (CEF) Application Form:

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

1. You have successfully opened an account with CEF in the past; and
2. 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.

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

1. You have submitted a copy of the front page of your bank passbook or bank statement in the past, and successfully received CEF subsidy through the relevant bank account;
2. The relevant bank account is still valid; and
3. You have input the same bank account number on the application form.

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

Handling of Personal Information:

1. The personal data provided by the applicant in the Continuing Education Fund application and in any other document(s) that may be required by the Office of Continuing Education Fund will be used by the Student Finance Office (SFO) and the Education Bureau (EDB) / disclosed to the agents of the SFO / EDB, the schools / institutions concerned and relevant government bureaux / departments for the following purposes:
 - (a) Activities relating to the processing and counter-checking of application listed below and notification of application result;
 - (i) Grant for School-related Expenses for Kindergarten Students (Grant-KG)
 - (ii) Kindergarten & Child Care Centre Fee Remission Scheme (KCFRS)
 - (iii) School Textbook Assistance Scheme (STAS)
 - (iv) Student Travel Subsidy Scheme (STSS)
 - (v) Subsidy for Internet Access Charges (SIA)
 - (vi) Diploma Yi Jin Fee Reimbursement (DYJFR)
 - (vii) Fee Reimbursement (Financial Assistance Scheme for Designated Evening Adult Education Courses) [FR(FAEAEC)]
 - (viii) Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS)
 - (ix) Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT)
 - (x) Financial Assistance Scheme for Post-secondary Students (FASP)
 - (xi) Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)
 - (xii) Extended Non-means-tested Loan Scheme (ENLS)
 - (xiii) Student Travel Subsidy (STS) for Tertiary or Post-secondary Students
 - (xiv) Continuing Education Fund (CEF)
 - (b) Activities relating to authentication of application listed in (a) against other database of the SFO and the database

of other relevant government bureaux / departments and schools / institutions in association with the student financial assistance received by the applicant / applicant's family members to prevent double subsidies, detect fraudulence, recover overpayment(s), overdue repayment(s) or any outstanding amount, and any cost arising therefrom;

- (c) Activities relating to the matching of the personal data of the applicant (where applicable) with the database of EDB in association with processing and counter-checking of the application for student financial assistance schemes listed in (a) and the granting of other student financial assistance by the SFO, so as to verify / update student records of the SFO and confirm eligibility for individual scheme;
- (d) Activities relating to the matching of the personal data of the applicant and applicant's family members with other database of the SFO and the database of the Social Welfare Department in association with processing and counter-checking of the application listed in (a) and the granting of other student financial assistance by the SFO so as to verify if the applicant's family was in receipt of Comprehensive Social Security Assistance (CSSA) during the relevant assessment period or is currently in receipt of CSSA, prevent double subsidies and recover overpayment(s);
- (e) Administration and maintenance of loan account(s) and repayment of loans;
- (f) Statistics and research purposes;
- (g) Activities / matters related to the communication or exchange of views with applicants for the purpose of scheme administration; and
- (h) Processing and counter-checking of applications / selection of needy students for award of other student financial assistance administered by the SFO, the EDB, the Hong Kong Examinations and Assessment Authority, other relevant government departments / organizations and the schools / institutions concerned.

2. The personal data of the applicant and those of his / her family members provided by the applicant may be disclosed to government bureaux / departments / organizations and the schools / institutions concerned for the purposes stated in paragraph 1 above; or where the applicant has given consent to such disclosure; or where such disclosure is authorized or required by law.
3. If necessary, the SFO will contact the schools / institutions concerned, other government departments and organizations to obtain any information of the applicant for the purposes mentioned in paragraph 1 above. The applicant consents that the SFO may inform the schools / institutions of the result of the application.