



持續進修基金
遞交申請的注意事項清單
Continuing Education Fund (CEF)
Checklist for Submission

在填寫申請表格前，請先細閱「持續進修基金申請指引」[SFO 312_C (2024)]。

Please read carefully the “CEF Guidance Notes for Application” [SFO 312_E (2024)] before completing the Application Form.

- 1) 你是否已成功修畢持續進修基金課程？
Have you successfully completed the CEF reimbursable course(s) ? ☐
- 2) 你是否已填妥申請表格甲部的
In Part A of the form, have you completed
 - 中文及英文姓名、 Name in Chinese and English, ☐
 - 香港身份證號碼、 Hong Kong Identity Card No., ☐
 - 出生日期、 Date of Birth, ☐
 - 通訊地址、 Correspondence Address, ☐
 - 住宅及本地流動電話號碼、 Residential Telephone and Local Mobile Phone Numbers, ☐
 - 銀行帳號及帳戶持有人的英文姓名？ Bank Account No. and account holder name in English ? ☐
- 3) 你是否已填妥申請表格乙部第一節的
In Part B (I) of the form, have you completed
 - 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, ☐
 - 持續進修基金課程編號、 CEF Course Code , ☐
 - 持續進修基金課程名稱、 CEF Course Title, ☐
 - 課程開課日期、 Course Commencement Date, ☐
 - 完成課程日期、 Course Completion Date, ☐
 - 繳交第一期學費日期、 Date of 1st Instalment of Tuition Fees Paid, ☐
 - 實際已付學費？ Actual Amount of Tuition Fees Paid ? ☐
- 4) 你是否已於申請表格乙部第二節就擬申領發還款項課程已／將會獲得雙重資助作出申報（如適用）？
Have you declared in Part B (II) of the form that you have obtained / will obtain double subsidies in respect of the course you are applying for fees reimbursement (if applicable)? ☐
- 5) 假如你修讀的是語文能力課程，你是否已填妥申請表格乙部第三節的
If you studied a language proficiency course, have you completed the following in Part B (III) of the form
 - 基準試考試名稱、 Name of Benchmark Test / Examination, ☐
 - 基準試考試日期、 Date of Benchmark Test / Examination, ☐
 - 繳交基準試考試費日期、 Date of Test / Examination Fee Paid, ☐
 - 已付基準試考試費用？ Benchmark Test / Examination Fee Paid ? ☐

* 如你擬就多於一項課程申請發還款項，請視乎需要填寫發還款項課程二及三部份。

If you intend to claim for reimbursement of fees for more than one course, please complete the 2nd and 3rd course for reimbursement as appropriate.

** 如你在遞交申請後，需要為額外課程提交發還款項申請，請填寫並遞交另一份申請表格。

If you wish to submit an additional course for reimbursement after submitting an application, you are required to submit another application separately.

- 6) 你是否已細閱及簽署丁部的聲明書？
Have you read and signed the Declaration in Part D ? ☐
- 7) 你是否已夾附下列文件副本
Have you attached copies of the following documents
- 單程證 (如適用)、 One-way Permit (if applicable), ☐
 - 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)、 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)), ☐
 - 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)、 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)), ☐
 - 載有你的姓名、帳戶號碼及銀行名稱／銀行編號的銀行存摺首頁或月結單？Front page of your bank passbook or bank statement showing your name, account number and bank name / bank code ? ☐

持續進修基金辦事處
Office of the Continuing Education Fund

地址	:	新界荃灣青山公路 388 號 中染大廈 25 樓 07-11 室
Address	:	Units 07-11, 25/F., CDW Building 388 Castle Peak Road, Tsuen Wan, New Territories
辦公時間	:	星期一至五 (公眾假期除外)
Opening hours	:	Mondays to Fridays (Except Public Holidays)
網頁	:	www.wfsfaa.gov.hk/tc/ce/cef/overview.php
電郵	:	cef_sfo@wfsfaa.gov.hk
Website	:	
Email	:	
24 小時熱線	:	3142 2277
24-hr hotline	:	(由「1823」代為接聽 Handled by the “1823”)