



Continuing Education Fund (CEF)

Checklist for Submission

Please read carefully the “CEF Guidance Notes for Application” (SFO 312E) before completing the Application Form.

- ☐ Have you successfully completed the CEF reimbursable course(s)?
- ☐ In Part A of the form, have you completed –
 - ☐ Name in Chinese and English;
 - ☐ Hong Kong Identity Card No.;
 - ☐ Date of Birth;
 - ☐ Correspondence Address;
 - ☐ Residential Telephone and Local Mobile Phone Numbers;
 - ☐ Bank Account No. and name of bank account holder in English?
- ☐ In Part B(I) of the form, have you completed –
 - ☐ Name of Institution / Course Provider;
 - ☐ CEF Institution / Course Provider Code;
 - ☐ CEF Course Code;
 - ☐ CEF Course Title;
 - ☐ Course Commencement Date;
 - ☐ Course Completion Date;
 - ☐ Date of 1st Instalment of Tuition Fees Paid;
 - ☐ Actual Amount of Tuition Fees Paid?
- ☐ 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)?
- ☐ If you studied a language proficiency course, have you completed the following in Part B(III) of the form –
 - ☐ Name of Benchmark Test / Examination;
 - ☐ Benchmark Test / Examination Fee Paid;
 - ☐ Date of Benchmark Test / Examination;
 - ☐ Date of Benchmark Test / Examination Fee Paid?
- ☐ Have you read and signed the Declaration in Part D of the form?
- ☐ Have you attached copies of the following documents –
 - ☐ Front page of your bank passbook, ATM card or bank statement showing your name as the account holder, account number and bank name / bank code;
 - ☐ Permit for Proceeding to Hong Kong and Macao (commonly known as “One-way Permit”) (if applicable);
 - ☐ Result of benchmark test / examination;
(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(s) 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))

Contact Us

24-hr hotline	: 3142 2277 (handled by the “1823”)
Email	: cef_sfo@wfsfaa.gov.hk
Website	: wfsfaa.gov.hk/tc/ce/cef/overview.php
Address	: Units 07-11, 25/F, CDW Building, 388 Castle Peak Road, Tsuen Wan, New Territories
Opening hours	: Mondays to Fridays (Except Public Holidays) 8:45 a.m. – 1:00 p.m. 2:00 p.m. – 5:45 p.m.

Notes:

1. 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.
2. If you wish to apply for an additional CEF course for reimbursement after submitting an application, you are required to submit a separate application.