



持續進修基金申請表格

Continuing Education Fund Application Form

由辦事處填寫 For Office Use Only

Date

1

No

9

P

想慳時間慳錢？就要轉用網上申請！

Apply online if you want to save time and money!



- 使用「智方便+」作數碼簽署
- 可暫存未完成申請以便日後繼續填寫
- 網上申請



- Digital signing using “iAM Smart+”
- Save and retrieve unfinished applications for completion later
- Apply online

填寫表格前，請先參閱『持續進修基金申請指引』[SFO 312_C (2024)]。請用黑色或深藍色原子筆，以正楷填寫本表格，並郵寄或親身遞交本表格正本。Please refer to the “Continuing Education Fund Guidance Notes for Application” [SFO 312_E (2024)] before filling in the form. Please complete ALL items in BLOCK letters with a black or blue ballpen, and **submit this original form by post or in person.**

甲部 PART A 申請人資料 PARTICULARS OF THE APPLICANT

首次申請
First Application

是 Yes = Y 否 No = N

中文姓名
Name in Chinese:

稱謂
Title:

17 先生 Mr. = 1 女士 Ms. = 2 小姐 Miss = 3

英文姓名
Name in English:

18 _____

(請靠左填寫—先填姓氏，後填名字 Left-justified – Surname first, then Other Names)

身份證號碼
Identity Card No.

53 _____ ()

出生日期
Date of Birth:

62 _____

(請靠右填寫 Right-justified)

日 dd 月 mm 年 yyyy

通訊地址
Correspondence Address:

70 _____ 78 _____ 81 _____
室 Flat 樓 Floor 座 Block

(如住址與通訊地址不同，請在丙部「申請人附加資料」填報住址)

If your residential address is different from your correspondence address, please indicate your residential address in Part C “Additional Information of Applicant”)

86 _____
大廈名稱 Name of Building

126 _____
屋邨/屋苑/鄉村 Estate/Court/Village

166 _____
街號及街名 No. & Name of Street

206 _____
地區 District (請靠左填寫 Left-justified)

246 香港 Hong Kong = 1 九龍 Kowloon = 2
 新界 New Territories = 3

電郵地址
Email Address: _____

住宅電話
Residential Telephone:

247 _____

本地流動電話
Local Mobile Phone:

255 _____

(辦事處將以電話短訊發出確認收妥申請通知 Acknowledgement of receipt of application will be issued via SMS)

銀行帳號^{註一}
Bank Account No. ^{Note 1}:

263 _____

銀行編號 分行編號及帳戶號碼
Bank Code Branch Code & Account No.

銀行帳戶持有人的英文姓名
Name of Bank Account Holder in English:

300 _____

你是否學位持有人?
Are you a degree holder?

340 是 Yes = Y 否 No = N

族裔^{註二}
Ethnicity ^{Note 2}:

341 華人 Chinese = 1 巴基斯坦 Pakistani = 2
 尼泊爾 Nepalese = 3 其他 Others = 4 (請註明/please specify) _____

註一 Note 1：申請人於指定接收款項的儲蓄/往來帳戶所使用的姓名必須與香港身份證上的姓名完全相同。定期存款帳戶、信用卡帳戶、外幣帳戶及貸款帳戶概不適用。The name of the applicant in the designated saving/current account for receipt of reimbursement must be exactly the same as the name on the Hong Kong Identity Card. The account must not be a time deposit account, a credit card account, a foreign currency account or a loan account.

註二 Note 2：收集族裔的資料用作統計及研究用途，並不會影響持續進修基金申請的處理及審核事宜。The collection of information about the ethnicity is for statistical and research purposes and will not affect the processing and assessment of the Continuing Education Fund application.

由辦事處填寫 For Office Use Only

HKID 342

ADD 343

AG 344

RS 345

BANK BOOK 346

OTHA 347

發還款項課程一 1st COURSE FOR REIMBURSEMENT**(I) 課程資料 COURSE INFORMATION**

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:

350

持續進修基金
課程編號
CEF Course Code:

353

持續進修基金課程名稱
CEF Course Title:

課程開課日期
Course Commencement
Date:

362
日 dd 月 mm 年 yyyy

完成課程日期
Course Completion Date:

370
日 dd 月 mm 年 yyyy

繳交第一期學費日期
Date of 1st Instalment
of Tuition Fees Paid:

378
日 dd 月 mm 年 yyyy

實際已付學費[^] HK\$
Actual Amount of
Tuition Fees Paid:

386
[^] 請填寫整數金額，並靠右填寫。
Please round down to the nearest
dollar and right-justified.

(II) 雙重資助 DOUBLE SUBSIDIES

本人就上述申領發還款項課程曾獲／正在申請其他公帑直接資助或其他公帑資助計劃下的資助 (如適用，請在空格內填上「✓」號) (請參閱『持續進修基金申請指引』第 2.4(g) 段有關規定詳情)

I have obtained / am applying for other public funds or assistance under other publicly-funded financial assistance schemes for the fees to be reimbursed for the above course (Please put a “✓” in the box if applicable) (Please refer to section 2.4(g) of the “Continuing Education Fund Guidance Notes for Application” for details)

是 Yes (如「是」，請在丙部「申請人附加資料」填寫相關資助項目的名稱、資助金額等資料，並提交相關文件。
If “yes”, please indicate the information including the name of the subsidy scheme and the amount of subsidies in Part C “Additional Information of Applicant” and provide relevant documents.)

(III) 基準試考試資料 BENCHMARK TEST / EXAMINATION INFORMATION

(只適用於修讀語文能力課程的申請人就基準試考試費用申請發還款項 Only applicable for applicants who have studied language proficiency courses and would like to apply for reimbursement of benchmark test / examination fees)

基準試考試名稱
Name of Benchmark
Test / Examination:

基準試考試日期
Date of Benchmark Test
/ Examination:

392
日 dd 月 mm 年 yyyy

繳交基準試考試費日期
Date of Test /
Examination Fee Paid:

400
日 dd 月 mm 年 yyyy

已付基準試考試費用
Benchmark Test /
Examination Fee Paid:

HK\$ 408

由辦事處填寫 For Office Use Only

TF 412 <input type="text"/>	GP 413 <input type="text"/>	CERT 414 <input type="text"/>	OTHP 415 <input type="text"/> <input type="text"/> <input type="text"/>	BTF 418 <input type="text"/>
BGP 419 <input type="text"/>	BCERT 420 <input type="text"/>	LINK 421 <input type="text"/> <input type="text"/> <input type="text"/>	BCODE 424 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

發還款項課程二 2nd COURSE FOR REIMBURSEMENT**(I) 課程資料 COURSE INFORMATION**

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:

433

持續進修基金
課程編號
CEF Course Code:

436

持續進修基金課程名稱
CEF Course Title:

課程開課日期
Course Commencement
Date:

445
日 dd 月 mm 年 yyyy

完成課程日期
Course Completion Date:

453
日 dd 月 mm 年 yyyy

繳交第一期學費日期
Date of 1st Instalment
of Tuition Fees Paid:

461
日 dd 月 mm 年 yyyy

實際已付學費[^]
Actual Amount of
Tuition Fees Paid:

469

[^] 請填寫整數金額，並靠右填寫。
Please round down to the nearest
dollar and right-justified.

(II) 雙重資助 DOUBLE SUBSIDIES

本人就上述申領發還款項課程曾獲／正在申請其他公帑直接資助或其他公帑資助計劃下的資助 (如適用，請在空格內填上「✓」號) (請參閱『持續進修基金申請指引』第 2.4(g) 段有關規定詳情)

I have obtained / am applying for other public funds or assistance under other publicly-funded financial assistance schemes for the fees to be reimbursed for the above course (Please put a “✓” in the box if applicable) (Please refer to section 2.4(g) of the “Continuing Education Fund Guidance Notes for Application” for details)

是 Yes (如「是」，請在丙部「申請人附加資料」填寫相關資助項目的名稱、資助金額等資料，並提交相關文件。
If “yes”, please indicate the information including the name of the subsidy scheme and the amount of subsidies in Part C “Additional Information of Applicant” and provide relevant documents.)

(III) 基準試考試資料 BENCHMARK TEST / EXAMINATION INFORMATION

(只適用於修讀語文能力課程的申請人就基準試考試費用申請發還款項 Only applicable for applicants who have studied language proficiency courses and would like to apply for reimbursement of benchmark test / examination fees)

基準試考試名稱
Name of Benchmark
Test / Examination:

基準試考試日期
Date of Benchmark Test
/ Examination:

475
日 dd 月 mm 年 yyyy

繳交基準試考試費日期
Date of Test /
Examination Fee Paid:

483
日 dd 月 mm 年 yyyy

已付基準試考試費用
Benchmark Test /
Examination Fee Paid:

HK\$ 491

由辦事處填寫 For Office Use Only

TF 495 <input type="text"/>	GP 496 <input type="text"/>	CERT 497 <input type="text"/>	OTHP 498 <input type="text"/> <input type="text"/> <input type="text"/>	BTF 501 <input type="text"/>
BGP 502 <input type="text"/>	BCERT 503 <input type="text"/>	LINK 504 <input type="text"/> <input type="text"/> <input type="text"/>	BCODE 507 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

發還款項課程三 3rd COURSE FOR REIMBURSEMENT**(I) 課程資料 COURSE INFORMATION**

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:

516

持續進修基金
課程編號
CEF Course Code:

519

持續進修基金課程名稱
CEF Course Title:

課程開課日期
Course Commencement
Date:

528
日 dd 月 mm 年 yyyy

完成課程日期
Course Completion Date:

536
日 dd 月 mm 年 yyyy

繳交第 1 期學費日期
Date of 1st Instalment
of Tuition Fees Paid:

544
日 dd 月 mm 年 yyyy

實際已付學費[^]
Actual Amount of
Tuition Fees Paid:

HKS 552

[^] 請填寫整數金額，並靠右填寫。
Please round down to the nearest
dollar and right-justified.

(II) 雙重資助 DOUBLE SUBSIDIES

本人就上述申領發還款項課程曾獲／正在申請其他公帑直接資助或其他公帑資助計劃下的資助 (如適用，請在空格內填上「✓」號) (請參閱『持續進修基金申請指引』第 2.4(g) 段有關規定詳情)

I have obtained / am applying for other public funds or assistance under other publicly-funded financial assistance schemes for the fees to be reimbursed for the above course (Please put a "✓" in the box if applicable) (Please refer to section 2.4(g) of the "Continuing Education Fund Guidance Notes for Application" for details)

是 Yes (如「是」，請在丙部「申請人附加資料」填寫相關資助項目的名稱、資助金額等資料，並提交相關文件。
If "yes", please indicate the information including the name of the subsidy scheme and the amount of subsidies in Part C "Additional Information of Applicant" and provide relevant documents.)

(III) 基準試考試資料 BENCHMARK TEST / EXAMINATION INFORMATION

(只適用於修讀語文能力課程的申請人就基準試考試費用申請發還款項 Only applicable for applicants who have studied language proficiency courses and would like to apply for reimbursement of benchmark test / examination fees)

基準試考試名稱
Name of Benchmark
Test / Examination:

基準試考試日期
Date of Benchmark Test
/ Examination:

558
日 dd 月 mm 年 yyyy

繳交基準試考試費日期
Date of Test /
Examination Fee Paid:

566
日 dd 月 mm 年 yyyy

已付基準試考試費用
Benchmark Test /
Examination Fee Paid:

HKS 574

由辦事處填寫 For Office Use Only

TF 578 <input type="text"/>	GP 579 <input type="text"/>	CERT 580 <input type="text"/>	OTHP 581 <input type="text"/> <input type="text"/> <input type="text"/>	BTF 584 <input type="text"/>
BGP 585 <input type="text"/>	BCERT 586 <input type="text"/>	LINK 587 <input type="text"/> <input type="text"/> <input type="text"/>	BCODE 590 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

丙部 PART C**申請人附加資料（如適用） ADDITIONAL INFORMATION OF APPLICANT (IF APPLICABLE)**

--

丁部 PART D**聲明書 DECLARATION**

本人擁有香港特別行政區（香港）居留權／香港入境權／獲准逗留香港的許可而不受任何逗留條件的限制／持單程證從中國大陸來港定居。

本人已細閱『持續進修基金申請指引』（《指引》）[SFO 312_C (2024)]，並完全明白其內容。現特此聲明：本人就申請表格內所填報的各項資料，盡本人所知，均屬詳盡而真實的資料。本人亦聲明，就這次本人要求持續進修基金發還予本人的費用而言，本人從未獲其他公帑或在其他公帑資助計劃下就同一項課程、學習單元或學分獲得任何資助。

本人明白，持續進修基金辦事處（「辦事處」）將依據本人所提供的資料，決定本人是否符合獲持續進修基金發還費用的資格，以及評估本人可獲發還的金額。本人亦明白，為了以欺騙手段取得金錢利益而漏報資料或作出失實陳述，即屬犯罪，對違犯者可循法律程序追究法律責任。

本人授權辦事處按照《指引》第 6.1 至 6.8 段的內容，處理申請表格內的個人資料及其他資料。本人亦同意本人所屬院校／培訓機構向辦事處提供本人的個人資料，以便辦事處處理本人的申請或核實本人就這項申請而提供的資料。

本人明白，辦事處有權覆檢本人的申請，以及在有需要時調整本人可獲發還的金額。本人承諾在辦事處提出要求時，將本人多收的款項歸還香港特別行政區政府。

任何款項經辦事處轉帳至本表格甲部所指定收取款項的帳戶內均視為本人所收妥的款項。

此外，本人同意辦事處會將發還的款項用作償還本人在「擴展的免入息審查貸款計劃」下借貸用以支付同一課程學費的貸款（如適用）。

本人亦授權任何政府決策局及其他政府部門或其諮詢組織或其代理及本人遞交申請時所就讀的院校／培訓機構可向辦事處透露本人在其部門／機構所儲存有關本人的個人資料，以便處理本人的申請。

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 (2024)]. 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 the Continuing Education Fund (CEF) under this application.

I understand 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 authorise 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 dd 月 mm 年 yyyy

日期 Date

申請人簽署

Signature of Applicant

由辦事處填寫 For Office Use Only

SIGN	599	NOC	600	Processed by	601	Checked by	619		611		629
□		□		□ □ □ □ □ □ □ □ □ □		□ □ □ □ □ □ □ □ □ □		□ □ □ □ □ □ □ □ □ □		□ □ □ □ □ □ □ □ □ □	

戊部 PART E 注意事項 NOTES FOR ATTENTION

- 遞交紙本申請的申請人須將填妥的申請表格**正本**，連同下列文件副本，於**成功修畢課程後的一年內（按每項課程獨立計算）***郵寄或親身遞交至辦事處（地址：新界荃灣青山公路 388 號中染大廈 25 樓 07-11 室）。申請人亦可將申請文件投入設於辦事處門外或長沙灣政府合署 11 樓的投遞箱內。
For submission of paper-based application, an applicant must submit the **original** of the completed application form together with a copy of the following documents to OCEF **by post or in person** (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)***. Applicants may also put their application documents into the drop-in boxes located outside the OCEF or on 11/F, Cheung Sha Wan Government Offices.
所需文件副本包括：
 - 單程證（如適用）
 - 基準試成績單（只適用於修讀語文能力課程並於該課程所指定的基準試中取得指定或更高程度的申請人）
 - 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於該課程所指定的基準試中取得指定或更高程度的申請人）
 - 載有申請人姓名、帳戶號碼及銀行名稱／銀行編號的銀行存摺首頁或月結單Copies of the required documents are:
 - One-way Permit (if applicable)
 - 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
- 如你符合以下條件，可於遞交申請表格時無需提交銀行存摺首頁或月結單副本：
If you meet the following requirements, you may not be required to submit copy(ies) of the front page of your bank passbook or bank statement when submitting the application form:
 - 過去曾提交銀行存摺首頁或月結單副本，並成功透過有關銀行帳戶接收持續進修基金或在職家庭津貼計劃資助；
 - 上述銀行帳戶仍然有效；及
 - 你於是次申請表上，填寫上述銀行帳戶號碼。
 - 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;
 - The relevant bank account is still valid; and
 - You have input the same bank account number on the application form.如有需要，你仍然可能會被要求重新提交相關文件副本。如有任何爭議，辦事處保留最終決定權。
You may still be required to resubmit copy(ies) of the relevant document(s) if necessary. In case of any disputes, the decision of OCEF will be final.
- 所有已遞交的文件概不退回。
All submitted documents are non-returnable.
- 如申請表格甲部填寫的資料與同一申請人以往提交的資料不同，辦事處將採用最新提供的資料處理有關申請。
In the event of the information provided in Part A of the application form is different from those previously submitted by the same applicant, OCEF will adopt the latest information provided to process the application.
- 申請人如在遞交申請後，需要為額外基金課程提交發還款項申請，請填寫並遞交另一份申請表格。
If an applicant needs to submit additional course(s) for claiming reimbursement after submitting the application, please complete and submit another application form.
- 申請人如在遞交申請後，需要更改所提供的個人資料（例如通訊地址或聯絡電話），請盡快填妥並交回「更改個人資料通知書」[SFO 316 (2022)]至辦事處。「更改個人資料通知書」可於 www.wfsfaa.gov.hk/tc/ce/cef/forms.php 下載，或透過「香港政府一站通」網上平台填寫及遞交電子表格（eform.cefs.gov.hk/form/sfo018/tc/）。
If an 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 www.wfsfaa.gov.hk/en/ce/cef/forms.php, or complete and submit the online application form through "GovHK" (eform.cefs.gov.hk/form/sfo018/en/).
- 申請人須注意，根據防止賄賂條例（香港法例第 201 章），任何人向辦事處或在職家庭及學生資助事務處的僱員提供任何利益（例如金錢或饋贈等），作為該人員協助或加速處理申請的誘因或報酬，即屬違法。
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.
- 若郵件郵資不足，香港郵政會收取欠資及相關費用。辦事處不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人（有回郵地址）或按無法派遞郵件（沒有回郵地址）的既定程序處理。為確保郵件能妥善送達辦事處，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資及註明回郵地址。
Underpaid mail items are subject to surcharge by Hongkong Post. OCEF will not accept underpaid mail items, which will be returned to the sender (with return address) or treated as undeliverable mail (without return address) by the Hongkong Post in accordance with the laid down procedures. For proper delivery of your mail items to OCEF, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting.
- 申請人如在遞交申請後 10 個工作天仍未收到電話短訊確認通知，請致電 3142 2277 查詢（由「1823」代為接聽）。
If an applicant does not receive any acknowledgement of receipt by SMS after 10 working days from the date of submission of the application, please make enquiry at 3142 2277 (handled by "1823").
- 辦事處的辦公時間：星期一至五上午八時四十五分至下午一時正，下午二時至五時四十五分（公眾假期除外）。
Opening hours of OCEF: Mondays to Fridays 8:45am – 1:00pm, 2:00pm – 5:45pm (except public holidays).

* 申請人如欲就 2019 年 4 月 1 日至 2022 年 7 月 31 日期間開課的課程申請發還款項，必須於**成功修畢課程後的一年內及年齡屆滿 71 歲前遞交申請**。辦事處於處理該等發還款項申請時，將根據 2019 年 4 月 1 日至 2022 年 7 月 31 日期間實施的規定（包括當時的資助額上限 20,000 港元）進行審批。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 the applicant reaching 71 years old**. OCEF would process these reimbursement 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).