

Continuing Education Fund (CEF)

The Continuing Education Fund (CEF) subsidizes adults with learning aspirations to pursue continuing education and training courses. Eligible applicants will be reimbursed up to 80% of the tuition fees, subject to a maximum sum of HK\$10,000 (whichever is the less), on successful completion of a reimbursable course. The fees for more than one reimbursable course may be reimbursed, subject to the maximum ceiling of HK\$10,000 per applicant not being exceeded.

Eligibility

Applicants/Persons who -

- are Hong Kong residents who have the right of abode or the right to land or to remain in Hong Kong without restriction, i.e. "A" (right of abode), "R" (right to land) or "U" (remain in Hong Kong without restriction) should appear below the date of birth on the HK Smart ID card. For details of the meaning of symbols, please visit the website of the Immigration Department <http://www.immd.gov.hk>. Holders of one-way permits from Mainland China may also apply. (A copy of the one-way permit and the HK Smart ID card should be attached to the Application Form (SFAA 192));
- have enrolled in and paid the tuition fee for a reimbursable course before the course commences; and
- are aged from 18 to 65 at the time of application and on seeking reimbursement of their fees.

Remarks:

- (1) **Applicants should NOT have obtained grants or means-tested loans from the Financial Assistance Scheme for Post-secondary Students (FASP) (「專上學生資助計劃」)**, administered by the Student Financial Assistance Agency (SFAA) for the same course.
- (2) **Applicants who have obtained loans from Non-means-tested Loan Scheme (「免入息審查計劃」)**, administered by the Student Financial Assistance Agency (SFAA), **can still apply for CEF**. This loan is not a subsidized loan.

Application Procedures

- Complete the application form "SFAA 192 (2012)", which can be obtained from the College General Office at NAB312, District Offices, OCEF and website of OCEF at <http://www.sfaa.gov.hk/cef/forms.htm>.
- Carefully read the "Guidance Notes for Application" [SFAA 191 (2012)] before completing the Application Form.
- **Before submission to the OCEF, the application form should be certified and stamped at the College General Office at NAB312.**
- The completed application form should be submitted in person or by post together with photocopies of HKID card and, the one-way permit (if applicable) **to the OCEF before the commencement date of the reimbursable course.**
- Late applications will not be accepted by the OCEF.

Note: Please fill in the following information in PART B of the application form.

- Name of the Institute/Course Provider: **The Community College at Lingnan University**
- CEF Institutional Code: **121**
- Commencement Date: **4 September 2014 (Term 1) / 29 January 2015 (Term 2)**
- Actual Tuition Fees Paid: **Please refer to Appendix I**

For the CEF Reimbursable Course List, you could refer to the OCEF website (<http://www.sfaa.gov.hk/cef/cnlist.htm>) or the College website (<http://cc.ln.edu.hk/> → Quick link → Continuing Education Fund). Students should refer to the latest CEF reimbursable list in the OCEF and the College website prior to the submission of the application.

Reimbursement Procedures

- Each successful applicant will be provided with a **Reimbursement Claim Form (SFAA 193) (RCF)** from OCEF, which should be submitted after successful completion of the course(s) and, **in any event, within 4 years from the date the application was approved.**
- Claimants should print his/her unofficial transcript out from myPortal which shows the completion of the reimbursable course(s) that he/she applies for.
- Claimants should submit the RCF and the unofficial transcript to the College General Office at NAB312 for verification.
- Claimants will be informed to obtain a Letter of Certificate to prove his/her successful completion of the course(s) within a week.
- Claimants should submit the completed and certified RCF together with copies of supporting documents (viz. Letter of Certificate, tuition fee receipts, and the front page of his/her bank passbook/statement showing the name, account number, and bank name/bank code) **to the OCEF in person or by post.**

Remarks:

- (1) The claimants must have 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 passing mark for the course to meet the fee reimbursement criteria.
- (2) Claimants studying language courses are additionally required to pass a specified benchmark test at the specified (or higher) level after the course has commenced and before the expiry of the 4-year validity period. For example, claimants can apply for reimbursement from LCC005 and LCC006 courses if they pass the PSC Test (普通話水平測試) from the State Language Commission (國家語言文字工作委員會) between local tertiary education institutions for Chinese courses.
- (3) In general, payment will be made within 6 weeks from the date of receipt of the RCF, subject to complete and satisfactory supporting documents being provided.
- (4) The Reimbursement Claim Form (SFAA193) and the Reimbursement Claim Form for Benchmark Test / Examination Fees (SFAA 205) are controlled forms, and the forms are sent to all successful applicants together with Approval in-principle Letter. These forms are not available for download. Applicants who have lost their RCFs should inform the OCEF and request for a replacement copy in person, by post, via email cef@sfaa.gov.hk, or via enquiry hotline 3142 2277.

CEF Reimbursable Course List
(as at 16th September 2014)

Study Year	Study Term	CCLU Course Code	Course Title	CEF Course Code	Course Fee (HK\$)
Associate of Arts					
Chinese					
1	1	LCC005	Basic Chinese I & II (Module from Associate of Arts (Chinese) Programme)	24Z09034-6	\$9,678
	2	LCC006			
Chinese Media Writing					
1	1	CHI002	Introduction to Media (Module from Associate of Arts (Chinese Media Writing) Programme)	28Z08302-2	\$5,000
		CHI012	Integrated Media Writing (Module from Associate of Arts (Chinese Media Writing) Programme)	28Z08303-0	\$5,000
1	1	LCC005	Basic Chinese I & II (Module from Associate of Arts (Chinese Media Writing) Programme)	24Z09029-A	\$9,678
	2	LCC006			
2	2	CHI014	Media Writing and Media Production	28Z04298-9	\$4,839
Cultural Studies and Communication					
1	1	CUS002	Film and Cinema Studies	28Z06774-4	\$4,839
	2	MKT004	Introduction to Advertising and Public Relations	21Z03207-0	\$4,839
	1	LCC005	Basic Chinese I & II (Module from Associate of Arts (Cultural Studies and Communication) Programme)	24Z09031-1	\$9,678
	2	LCC006			
2	2	CUS005	Creativity and Ordinary Culture	28Z06775-2	\$4,839
History					
1	1	LCC005	Basic Chinese I & II (Module from Associate of Arts (History) Programme)	24Z09035-4	\$9,678
	2	LCC006			
Philosophy					
1	1	LCC005	Basic Chinese I & II (Module from Associate of Arts (Philosophy) Programme)	24Z09030-3	\$9,678
	2	LCC006			
Translation					
1	1	LCC005	Basic Chinese I & II (Module from Associate of Arts (Translation) Programme)	24Z09032-A	\$9,678
	2	LCC006			
Visual Arts					
1	1	LCC005	Basic Chinese I & II (Module from Associate of Arts (Visual Arts) Programme)	24Z09028-1	\$9,678
	2	LCC006			
1	2	VAX010	Modern 2D Visual Communication (Module from Associate of Arts (Visual Arts) Programme)	22Z09058-8	\$4,839
Associate of Business Studies					
Accounting					
1	1	FIN005	Financial Accounting	23Z03320-A	\$4,839
	2	ACT010	Managerial Accounting	23Z03324-2	\$4,839
	1	LCC005	Basic Chinese I & II (Module from Associate of Business Studies (Accounting) Programme)	24Z09039-7	\$9,678
	2	LCC006			
2	1	ACT012	Hong Kong Taxation	23Z03322-6	\$4,839
	2	ACT002	Introduction to Business Law	23Z03323-4	\$4,839
		ACT011	Intermediate Accounting	23Z03321-8	\$4,839
Business Management					
1	1	MKT001	Principles of Marketing	21Z03210-0	\$4,839
1	2	ACT003	Introduction to Accounting (Module from Associate of Business Studies (Business Management) Programme)	23Z09027-0	\$4,839

Business Management (Cont'd)					
1	1	LCC005	Basic Chinese I & II (Module from Associate of Business Studies (Business Management) Programme)	24Z09037-0	\$9,678
	2	LCC006			
2	2	BUS006	Financial Management	23Z04959-9	\$4,839
Financial Services					
1	2	ACT003	Introduction to Accounting (Module from Associate of Business Studies (Financial Services) Programme)	23Z09026-2	\$4,839
	1	LCC005	Basic Chinese I & II (Module from Associate of Business Studies (Financial Services) Programme)	24Z09040-0	\$9,678
	2	LCC006			
2	1	ACT012	Hong Kong Taxation	23Z03322-6	\$4,839
	2	BUS006	Financial Management	23Z04959-9	\$4,839
		RIM001	Insurance	23Z04031-1	\$4,839
Human Resources Management					
1	1	LCC005	Basic Chinese I & II (Module from Associate of Business Studies (Human Resources Management) Programme)	24Z09036-2	\$9,678
	2	LCC006			
	1	HRM011	Principle of HRM (Module from Associate of Business Studies (Human Resources Management) Programme)	21Z09025-9	\$4,839
2	1	HRM012	HRM Practices (Module from Associate of Business Studies (Human Resources Management) Programme)	21Z08299-A	\$5,000
	2	BUS015	Management Skills (Module from Associate of Business Studies (Human Resources Management) Programme)	21Z08301-5	\$5,000
		HRM013	Legal Aspects In HRM (Module from Associate of Business Studies (Human Resources Management) Programme)	21Z08300-7	\$5,000
Marketing					
1	1	MKT001	Principles of Marketing	21Z03210-0	\$4,839
	2	MKT002	Understanding Consumers	21Z03211-9	\$4,839
1	1	LCC005	Basic Chinese I & II (Module from Associate of Business Studies (Marketing) Programme)	24Z09038-9	\$9,678
	2	LCC006			
2	1	MKT004	Introduction to Advertising and Public Relations	21Z03207-0	\$4,839
	2	MKT003	Introduction to Marketing in the Chinese Mainland	21Z03212-7	\$4,839
Tourism Management					
1	1	MKT011	Logistics Management for Tourism	26Z04598-2	\$4,839
		MKT012	Tourism Management	26Z04599-0	\$4,839
	2	HTMH04	Customer Service Skills and Management	26Z06822-2	\$4,380
		MKT014	Hospitality Management	26Z04601-6	\$4,839
	1	LCC005	Basic Chinese I & II (Module from Associate of Business Studies (Tourism Management) Programme)	24Z09049-4	\$9,678
LCC006					
2	1	MKT013	Events, Sports and Convention	26Z04600-8	\$4,839
2	2	HTM004	Marketing for Tourism and Hospitality (Module from Associate of Business Studies (Tourism Management) Programme)	26Z09059-7	\$4,839
Associate of Social Sciences					
Public Policy and Administration					
1	1	LCC005	Basic Chinese I & II (Module from Associate of Social Sciences (Public Policy and Administration) Programme)	24Z09041-9	\$9,678
	2	LCC006			
Psychology					
1	1	LCC005	Basic Chinese I & II (Module from Associate of Social Sciences (Psychology) Programme)	24Z09042-7	\$9,678
	2	LCC006			

Sociology					
1	1	LCC005	Basic Chinese I & II (Module from Associate of Social Sciences (Sociology) Programme)	24Z09044-3	\$9,678
	2	LCC006			
Economics and Finance					
1	1	LCC005	Basic Chinese I & II (Module from Associate of Social Sciences (Economics and Finance) Programme)	24Z09045-1	\$9,678
	2	LCC006			
General Studies					
1	1	LCC005	Basic Chinese I & II (Module from Associate of Social Sciences (General Studies) Programme)	24Z09046-A	\$9,678
	2	LCC006			
Behavioural Science					
1	1	LCC005	Basic Chinese I & II (Module from Associate of Social Sciences (Behavioural Science) Programme)	24Z09047-8	\$9,678
	2	LCC006			