

**[Notes to Local Self-accrediting Course Providers:**

1. *Clauses 16 and 18 of the “Proforma Terms and Conditions applicable to all courses offered by Local self-accrediting Course Providers Registered as Reimbursable Courses under the Continuing Education Fund (“CEF”)” (“CEF Proforma”) requires course providers to obtain consents from course participants for disclosure of their personal data to Labour and Welfare Bureau (“LWB”) and its agent(s) and the Office of CEF (“OCEF”), and acknowledgements from course participants for understanding they are not obliged to take the full programme for CEF reimbursement if they are just enrolling in a particular module of such, and on the arrangement as stated in paragraph 14(j) of Annex I to the CEF Proforma.*
2. *Course providers shall prepare a statement of consent and acknowledgement for the above purpose with reference to the sample statement of consent and acknowledgement below.*
3. *The statement of consent and acknowledgement could be a standalone document or maybe incorporated into the enrolment form or any other form(s) upon enrolment of the CEF course.*
4. *If the statement of consent and acknowledgement is incorporated into the course provider’s enrolment form, it should still remain an independent section, where a space for course participant’s signature should be placed right under the statement of consent and acknowledgement. In other words, course provider should ensure that the course participant has read and signed this particular section instead just signing the enrolment form as a whole.*
5. *The consent is only valid for ONE particular CEF course. If a course participant enrolls in more than one CEF course(s) of the same course provider, he/she should sign the statement of consent and acknowledgement **separately**. Only if the course participant enrolls **simultaneously** in more than one CEF courses, which are ALL modules under the **same** mother programme, the course provider may specify all relevant and enrolled CEF Course Codes and CEF Course Titles clearly in one statement of consent and acknowledgement.]*

SAMPLE

## CONTINUING EDUCATION FUND (CEF)

### **Consent and Acknowledgement for CEF Course Participant upon Enrolment\* (for Course(s) operated by Local Self-accrediting Course Providers)**

Name of CEF Course Provider: \_\_\_\_\_

CEF Course Title: \_\_\_\_\_

CEF Course Code: \_\_\_\_\_

Commencement Date of the Course: \_\_\_\_\_

#### **Part I. CONSENT on Disclosure of Personal Data**

1. I understand that Labour and Welfare Bureau (“LWB”) and its agent(s), and the Office of CEF (“OCEF”) are responsible for monitoring and processing the applications for fee reimbursement under the CEF.
2. The public authorities referred to in paragraph 1 above (“Specified Public Authorities”) may require my personal data provided to the above CEF Course Provider for the purposes of fees reimbursement and audit inspection if I apply for fees reimbursement under the CEF.
3. OCEF would be unable to process my application for fees reimbursement if I do not consent to the disclosure of my personal data to the Specified Public Authorities **before** attending the course(s), or otherwise the Specified Public Authorities would not have access to time-sensitive information in relation to my application.

*Please tick only one box as appropriate*

I have read and understand the above paragraphs. I consent to the disclosure of my personal data, any other information and records in relation to the above course(s) to the Specified Public Authorities for the purposes of fees reimbursement under the CEF and audit inspection.

I have read and understand the above paragraphs. I confirm that I will not apply for fee reimbursement under the CEF for the above course(s) and do not consent to the disclosure of my personal data to the Specified Public Authorities.

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\* To be signed by every CEF course participant **upon** CEF course enrolment and kept by the Course Provider.

**Part II. ACKNOWLEDGEMENT**

<p>I hereby acknowledge that</p>	
<p>i. the CEF Course(s) mentioned above in which I have enrolled is/are part(s) of a package of other courses / programme not registered under CEF, and understand that I am not obliged to take the full programme for the purpose of CEF reimbursement upon my successful completion of the CEF Course mentioned above (applicable only if the captioned CEF Course(s) is/are part(s) of a package of other courses / programmes <b>not</b> registered under CEF).</p>	<p style="text-align: center;"><b>Applicable</b> <input type="checkbox"/></p> <p style="text-align: center;"><b>Not Applicable</b> <input type="checkbox"/></p> <p style="text-align: center;"><i>Please tick only one box as appropriate</i></p>
<p>ii. according to paragraph 14(j) of Annex I to the CEF Proforma, if the CEF Course(s) that I have enrolled is/are de-registered or suspended, I have the option to withdraw and the course provider shall refund in full unconditionally (in respect of any period of the de-registered or suspended course which has been paid but not completed) the tuition fees and other monies collected. If I choose to complete such de-registered or suspended course, I understand that I am not entitled to CEF reimbursement claims upon completion.</p>	<p style="text-align: center;">-</p>

Signature: \_\_\_\_\_

Name of CEF Course Participant: \_\_\_\_\_

Hong Kong Identity Card Number: \_\_\_\_\_

Date: \_\_\_\_\_

### **Part III. IMPORTANT NOTES**

1. CEF applicants are required to sign a ‘Statement of Consent and Acknowledgement’ provided by the institutions / course providers upon the enrollment of CEF course. The eligibility for fee reimbursement under the CEF may be affected if the CEF applicants failed to sign the relevant statement or confirmed not to apply for fee reimbursement under the CEF for the enrolled course and do not consent to the disclosure of their personal data to the Specified Public Authorities.
2. CEF applicants / CEF course participants should select courses carefully. They should consider their own situations and needs and make reference to the course information on our website to verify and compare the course details (e.g. course title, entry requirements, course outline, assessment requirements, course fees and payment method, etc.) provided by institutions / course providers.

The reimbursable course list and course specifications for CEF courses can be accessed on the OCEF website at [www.wfsfaa.gov.hk/en/resources/course\\_search/index.htm?category=cef#rclist](http://www.wfsfaa.gov.hk/en/resources/course_search/index.htm?category=cef#rclist).

3. For any enquiries, please call OCEF’s 24-hour hotline at 3142 2277 (Handled by the staff of “1823”).

[就「同意及確認聲明」範本的注意事項，培訓機構可參閱英文版本。]

範本

持續進修基金（基金）  
基金課程參加者報讀基金課程時的  
「同意及確認聲明」\*  
(適用於本地自行評審培訓機構開辦之課程)

基金培訓機構名稱： \_\_\_\_\_

基金課程名稱： \_\_\_\_\_

基金課程編號： \_\_\_\_\_

課程開課日期： \_\_\_\_\_

第一部份 - 同意披露個人資料

1. 本人明白，勞工及福利局(勞福局)和其代理人及持續進修基金辦事處(基金辦事處)負責監管及審批基金發還款項申請。
2. 如本人作出基金發還款項申請，上文第 1 段所指的公共當局(指定公共主管當局)，或需索取本人提供予上述培訓機構的個人資料，以作審批基金發還款項申請及審核巡查用途。
3. 如本人於修讀課程前未有同意披露個人資料予指定公共主管當局，基金辦事處將不能處理本人的基金發還款項申請，指定公共主管當局或沒法取得與本人申請相關而具時效性的資料。

請在適當方格內加上「✓」號

- 本人已細閱並明白上文各段內容。本人同意披露本人的個人資料、與上述課程有關的任何其他資料及記錄予指定公共主管當局，以施行審批基金發還款項申請及審核巡查。
- 本人已細閱並明白上文各段內容。本人確認將不會就上述課程作出基金發還款項申請，以及不同意披露本人的個人資料予指定公共主管當局。

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\* 由每名基金課程參加者於報讀基金課程時簽署，並由培訓機構存檔。

## 第二部份 - 確認

本人謹此確認	
<p>(i) 得知本人已報讀的上述基金課程屬其他主體課程的單元或部份課程，而該主體課程未有登記為基金課程。本人亦明白，本人在成功修畢上述基金課程後，無須為獲得發還基金款項的目的而完成整個主體課程（只適用於上述基金課程屬其他主體課程的單元或部份課程，而該主體課程<u>未有</u>登記為基金課程）。</p>	<p>適用 <input type="checkbox"/></p> <p>不適用 <input type="checkbox"/></p> <p><i>請在適當方格內加上「✓」號</i></p>
<p>(ii) 根據基金條款附件一第 14(j)段，如本人所報讀的基金課程被終止或暫停註冊，本人有權選擇退學，而培訓機構須無條件就已收取的學費和其他費用作全額退款（包括被終止或暫停註冊的基金課程開辦的任何期間內已繳付學費但未完成的課時）。本人明白若本人選擇修讀已被終止或暫停註冊的基金課程，本人於完成課程後將不會獲得基金發還款項的資格。</p>	<p>-</p>

簽署：\_\_\_\_\_

基金課程參加者姓名：\_\_\_\_\_

香港身份證號碼：\_\_\_\_\_

日期：\_\_\_\_\_

### 第三部份 - 注意事項

1. 基金申請人於報讀課程時須簽署由院校／培訓機構提供的「同意及確認聲明」。基金申請人如未有簽署有關聲明、或於簽署聲明時確認將不會就所報讀的課程作基金發還款項之申請，以及不同意披露其個人資料予指定公共主管當局，則有可能影響其申請基金發還款項的資格。
2. 基金申請人／基金課程參加者要小心選擇課程，考慮自己的實際情況和需要，並參照及比對基金網頁內的課程規格（例如課程名稱、入學要求、課程大綱、評核要求、費用及繳費安排等），核對院校／培訓機構所提供的課程資料。

有關基金獲發還款項課程名單及相關課程內容，可瀏覽基金網頁 [www.wfsfaa.gov.hk/tc/resources/course\\_search/index.htm?category=cef#rclist](http://www.wfsfaa.gov.hk/tc/resources/course_search/index.htm?category=cef#rclist)。

3. 如有疑問，歡迎致電 3142 2277 向基金辦事處 24 小時熱線查詢（由「1823」職員接聽）。