THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學
COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION 專業及持續教育學院

HONG KONG COMMUNITY COLLEGE 香港專上學院

School of Professional Education and Executive Development 專業進修學院
SPEED

CONTINUING EDUCATION FUND (CEF)
Consent and Acknowledgement for CEF Course Participant upon Enrolment
(Submission Deadline: 24 January 2027)

Please read the "**Consent on Disclosure of Personal Data**" on Part III and "the Notes to Students" overleaf before completing this form. You have to submit the completed form on or before the submission deadline indicating whether you wish to apply for fees reimbursement under the CEF or not.

I. Particulars of Student

Name in English (Full name) : _____ Student No : | 2 | 6 | | | | | | | |

Name in Chinese : _____ Programme Code Stream Code Stage

Contact No. : _____ | 8 | 4 | 3 | | | - | | | | - | 1 |

II. CEF Course Details:

Some SPEED 4-year degree programmes have 4 subjects included in the list of reimbursable courses under the Continuing Education Fund (CEF). For details, please visit SPEED website.

III. Consent on Disclosure of Personal Data:

1. I understand that the "Specified Public Authorities", namely the 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** below 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 CEF course(s) mentioned in Part II to the Specified Public Authorities for the purposes of fees reimbursement under the CEF and audit inspection.**
OR

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

IV. Acknowledgement

I hereby acknowledge that:

1. the CEF Course(s) mentioned in Part II 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(s) mentioned above (applicable only if the captioned CEF Course(s) is/are part(s) of a package of other courses / programmes not registered under CEF).
   *Please **tick ☑ ONLY ONE BOX** below as appropriate:*
   ☑ Applicable ☐ **NOT** Applicable
2. 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.

Signature of Student: _____ Date: / / 2027

Hong Kong Identity Card Number: _____

(2026/11)

FOR OFFICE USE ONLY

Form received on _____

Data checked on _____ by _____

Record updated on _____ by _____

NOTES TO STUDENTS

1. The Enhancement Measures for CEF has been implemented since 1 April 2019. Under the enhancement measures, students are required to sign upon course enrolment agreeing their personal data and any other information such as those in relation to the application for the course will be disclosed to the Labour and Welfare Bureau (LWB), and its agent(s), and the Office of CEF (OCEF) for the purposes of fees reimbursement and audit inspection if they apply for fees reimbursement under the CEF.

2. Students must submit the completed form before the commencement of the programmes. If students do not submit the completed form during the programme registration, they may contact the School at cpce.ar@cpce-polyu.edu.hk (email). If we do not hear from you by the aforesaid deadline, we would assume that you do not wish to apply for CEF reimbursement. In such case, your application for "CEF Letter of Certification" after your competition of the CEF course will not be accepted.

3. If students do not consent to the disclosure of their personal data to the Specified Public Authorities before attending the course(s), the OCEF would not process the application for fees reimbursement.

4. In respect of any courses for which the fees are to be reimbursed, upon seeking reimbursement of the fees, the applicant must not have obtained any other public funds or assistance under any other publicly-funded financial assistance schemes for the same course, such as grants or loans from the Financial Assistance Scheme for Post-secondary Students administered by the Student Finance Office.

5. For details about CEF and Reimbursement Procedures, please contact the OCEF with contact information as below:

   Address: Units 07-11, 25/F, CDW Building, 388 Castle Peak Road, Tsuen Wan, Hong Kong
   24-hour Hotline: 3142-2277
   Email: cef_sfo@wfsfaa.gov.hk
   Website: www.wfsfaa.gov.hk/cef