

Note: Please read carefully before you complete this statement of consent and acknowledgement.

1. Please carefully check the requirements of the mother programme as the study programme for the CEF course(s) you registered in order to be eligible to apply for CEF reimbursement.
2. This statement of consent and acknowledgement is to be signed by every CEF course participant upon course enrolment and kept by the Course Provider.
3. The statement of consent and acknowledgement is only valid for ONE particular CEF course. If you (course participant) enroll in more than one CEF course(s) of the same course provider, you should sign the statement of consent and acknowledgement separately. If during the course of study you have changed the following CEF course(s) or your study programme (i.e. mother programme of the CEF course), you may be required to sign a new statement of consent and acknowledgement for each course.
4. To be eligible to apply for CEF, applicants should be
 - Hong Kong residents who have the right of abode or the right to land or to remain in Hong Kong without restriction, or holders of One-way Permit from the Mainland China; **and**
 - **Aged 18 or above at the time of commencement of the CEF reimbursable course.**Other terms and conditions may apply, for details of CEF, please visit: <https://www.wfsfaa.gov.hk/en/ce/cef/overview.php>
5. Please submit the completed statement to us in person or by mail.
 - **Address:**
Admissions & Enrolment Team (Distance Learning & Taught Postgraduate), Registry
Room A0511, Block A, Main Campus
Hong Kong Metropolitan University
Ho Man Tin, Kowloon

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CONTINUING EDUCATION FUND (CEF)
Consent and Acknowledgement for CEF Course Participant upon Enrolment
(For Course(s) operated by Local Self-accrediting Course Providers)

Name: _____ Student No.: _____

Name of CEF Course Provider: Hong Kong Metropolitan University

CEF Course Title: _____

(Module from _____)
(Study Programme Title ^{Note 1)}

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”), the Office of CEF (“OCEF”) and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (“HKCAAVQ”) 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.

Part II. ACKNOWLEDGEMENT

Please read the following paragraphs and tick the boxes

I hereby acknowledge that

- (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 **not** registered under CEF).
- (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.

[#] For details, please visit this website: https://www.hkcaavq.edu.hk/en/forms_and_guidance_notes/CEF_reimbursable_courses > For Local Self-accrediting Course Providers > a. Guide to Registration

Signature: _____

Name of Course Participant: _____

Hong Kong Identify Card Number: _____

Date: _____

注意：在您填寫此「同意及確認聲明」之前請仔細閱讀以下事項。

1. 請必須查閱已報讀之科目 / 單元的主體課程要求，並同時修讀指定的主體課程，才可就該科目 / 單元遞交「持續進修基金」申請。
2. 每位報讀持續進修基金課程的人士，於報讀該課程時必須簽署此「同意及確認聲明」並由課程提供機構保存。
3. 每份「同意及確認聲明」僅適用於一個持續進修基金課程。如果你（課程參加者）報讀多於一個持續進修基金課程，請就每個課程填寫新的「同意及確認聲明」。如果你於修讀期間，轉讀其他持續進修基金課程，或轉修你的課程（即持續進修基金課程所屬之主體課程），你可能需要簽署新的一份「同意及確認聲明」。
4. 持續進修基金（CEF）的申請資格包括申報人必須：
 - 屬香港居民並擁有香港居留權、或香港入境權、或有權在香港逗留而不受任何逗留條件限制，或持單程證從中國大陸來港定居的人士；及
 - 申請人在持續進修基金課程開課時必須年滿 18 歲。有關持續進修基金的其他申請條件，詳情請參閱此網頁：<https://www.wfsfaa.gov.hk/tc/ce/cef/overview.php>
5. 請親臨本校或以郵寄方式遞交已填妥的「同意及確認聲明」。
 - 地址：
九龍何文田香港都會大學（正校園）A 座五樓 A0511 室
教務處入學及註冊組（遙距課程及授課式研究生課程）

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**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）**

姓名：_____ 學生編號：_____

基金課程提供機構名稱：香港都會大學_____

基金課程名稱：_____（_____之單元）
（現正修讀的主體課程名稱^{註1}）

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）、持續進修基金辦事處（基金辦事處）及香港學術及職業資歷評審局（評審局）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紀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。

第二部份 — 確認

請細閱以下段落並在方格內加上「✓」號

本人謹此確認

- (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，而該主體課程未有登記為基金課程）。
- (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。

[#] 詳情請瀏覽此網站：https://www.hkcaavq.edu.hk/zh-hant/forms_and_guidance_notes/CEF_reimbursable_courses > 本地自行評審課程營辦者 > a. Guide to Registration

簽署：_____

課程參加者姓名：_____

香港身份證號碼：_____

日期：_____