

## CONTINUING EDUCATION FUND ( C E F ) REIMBURSABLE COURSES

The Programme of MA in Japanese Studies has been included in the list of reimbursable courses under the Continuing Education Fund.

This course is recognized under the Qualifications Framework (QF Level 6).

CEF Course Title : Master of Arts in Japanese Studies

CEF Course Code : 38M122804

The following information is extracted from and made reference to the website of the Continuing Education Fund at [www.wfsfaa.gov.hk/cef/en/index.htm](http://www.wfsfaa.gov.hk/cef/en/index.htm) , whichever is subject to it.

For details of eligibility and reimbursement procedure of CEF, please refer to the website.

Applicants who apply for CEF for the first time or applicants who have opened CEF accounts before 1 April 2019 (regardless of whether their accounts were closed in the past), they may submit claims for reimbursement of fees for CEF reimbursable courses commenced on or after 1 April, 2019.

The maximum entitlement for new applicants is HK\$20,000. For applicants who have opened CEF accounts before 1 April 2019, they are eligible for claiming the additional HK\$10,000 subsidy and the unused balance (if any) of the original subsidy of HK\$10,000. The co-payment ratios by learners (i.e. the percentage of fees to be borne by learners) for the first HK\$10,000 subsidy is 20% of the course fee\* and that for the second HK\$10,000 subsidy is 40% of the course fee\*.

\*refers to tuition fee for the case of Programme of MA in Japanese Studies

### Application Procedure & points to note:

1. With effect from 1 April 2019, applicants who apply for CEF for the first time are only required to complete [Application Form \[SFO 302 \(2019\)\]](#), which is a combined application form for both account opening and fee reimbursement. This combined form is also applicable to applicants who have opened a CEF account before 1 April 2019 to apply for fee reimbursement only.

The CEF Application Form [SFO 302 (2019)] can also be obtained from Office of Continuing Education Fund (OCEF)/District Offices/ General Office of Department of Japanese Studies.

2. Applicants should make sure they settle each installment of tuition fee timely throughout the whole study period, and keep all the payment receipts, which will be issued upon request (for details please refer to [www.cuhk.edu.hk/fno/eng/public/financial\\_guides/student\\_fee/others.html](http://www.cuhk.edu.hk/fno/eng/public/financial_guides/student_fee/others.html) ).
3. Before the commencement of study, applicants should sign the [Statement of Consent](#) for CEF Course Participant upon Enrolment and submit to the Programme of MA in Japanese Studies (email address: [MAJS@cuhk.edu.hk](mailto:MAJS@cuhk.edu.hk) ).
4. Applicants would be eligible for fee reimbursement only upon their successful completion of the whole programme. Please note:
  - programme completion requirements : (i) Students are required to complete 24 units of courses with at least 3 units selected from the core course list; (ii) to achieve a minimum cumulative GPA of 2.0;

-CEF reimbursement requirements: (i) attained an overall mark of at least 50% or such higher overall passing mark or grade equivalent as prescribed for each course enrolled; (ii) attended at least 70% of all classes of each course enrolled.

5. Applicants are responsible to make sure that they sign on the attendance record sheet, or teacher has taken attendance whenever attend a class. In case there are online classes via Zoom, the Programme will take care of the attendance taking.
6. Applicants should keep originals/copies of all marked assignments and pass a set of copies to the Department office by emailing to [MAJS@cuhk.edu.hk](mailto:MAJS@cuhk.edu.hk) for record at the end of each semester.
7. Applicants with (i) completed application form, (ii) copy/original of completed full transcript, (iii) tuition fee receipts, should visit General office of Department of Japanese Studies (Room 403, 4/F, Leung Kau Kui Building, CUHK) to get certify with department chop.  
Applicants should firstly email to [MAJS@cuhk.edu.hk](mailto:MAJS@cuhk.edu.hk) to inform the staff of the department about their visits to General Office at least 7 working days in prior, so that staff may check if they have met the attendance requirement listed in point no. 4 beforehand.
8. The certified application form together with all required copies of supporting documents [Hong Kong Smart Identity Card, one-way permit (if applicable), tuition fee receipts, completed full transcripts and the front page of the applicant's bank passbook or bank statement showing the name, account number and bank name / bank code] should be submitted to OCEF:

Address:

Office of the Continuing Education Fund  
Units 07-11, 25/F., CDW Building  
388 Castle Peak Road, Tsuen Wan  
Hong Kong

Or place the application in the designated drop-in boxes located at Cheung Sha Wan Government Offices.

To reflect your comment (if any) on our CEF courses, please approach General Office of Department of Japanese Studies, or email to [MAJS@cuhk.edu.hk](mailto:MAJS@cuhk.edu.hk).

## CONTINUING EDUCATION FUND (CEF)

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

Name of CEF Course Provider:	The Chinese University of Hong Kong
CEF Course Title:	Master of Arts in Japanese Studies
CEF Course Code:	38M122804
Commencement Date of the Course:	

#### 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.

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

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

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

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

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

\* For Master of Arts in Japanese Studies, here ‘course’ refers to the whole programme.

(Jul2020 ver)