

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: Lingnan Institute of Further Education
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.

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

Part II. ACKNOWLEDGEMENT

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).	Applicable ☐ Not Applicable ☐ <i>Please tick only one box as appropriate</i>
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.	-

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.

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

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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

Choose one of the following options

- ☐ 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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Signature: _____

Name of CEF Course Participant: _____

Hong Kong Identity Card Number: _____

Date: _____

Please fill out this form before the start of the course

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