

# CONTINUING EDUCATION FUND (CEF) REIMBURSABLE COURSES

The Programme of MA in Japanese Studies has been included in the list of reimbursable courses under the Continuing Education Fund. **(for students admitted in 2020-21 and thereafter, subject to renewal by 31 Oct 2023)**

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 (CEF)* at [www.wfsfaa.gov.hk/cef/en/index.htm](http://www.wfsfaa.gov.hk/cef/en/index.htm), whichever is subject to it. **Please refer to CEF website for details and latest updates of eligibility and reimbursement procedure of CEF.**

**Reimbursement Procedures (Applicable to CEF reimbursable courses commenced from 1 April 2019 to 31 July 2022):**

- There are no restrictions on the number of claims and validity period for applicants who have enrolled CEF reimbursable courses commenced from 1 April 2019 to 31 July 2022.
- Eligible applicants may submit reimbursement applications in respect of different CEF courses within one year upon the successful completion of the courses up to the subsidy ceiling of HK\$20,000. 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. Please refer to the previously prevailing Guidance Notes for Application [SFO 312\_E (2020)] for details of the requirements. ([Guidance Notes for Application \[SFO 312\\_E \(2020\)\]](#))

**Reimbursement Procedures (Applicable to CEF reimbursable courses commenced on or after 1 August 2022):**

The maximum entitlement for new applicants is HK\$25,000, and the co-payment ratio by learners (i.e. the percentage of course fee to be borne by learners) for the first \$10,000 subsidy remains to be 20% of the course fee, and that for the remaining \$15,000 subsidy is 40% of the course fee\*, applicable ONLY to CEF courses commenced on or after 1 August 2022 (from 22-23 cohort).

*<\*Course fees refer to tuition fees and examination fees for taking designated benchmark tests / examinations (if applicable) in respect of language proficiency courses. Any other fees, such as late charges and change of course fee charges, etc. are not reimbursable.>*

## **Application Procedure & Points to note**

### **1. Eligible Applicants**

- **Hong Kong residents who have the right of abode or the right to land or to remain in Hong Kong without restriction, i.e. "A" (right of abode), "R" (right to land) or "U" (remain in Hong Kong without restriction) should appear below the date of birth on the Hong Kong Smart Identity card, or holders of One-way permit from the Mainland China.**
- **For CEF reimbursable courses commenced from 1 April 2019 to 31 July 2022, Applicants must be aged between 18 and 70 (i.e. before reaching the age of 71) when an application is submitted and the application must be submitted within one year upon the successful completion of the course (Note:**

according to the course completion date or the date of the specified language benchmark test/examination (if applicable), whichever is later). Late applications will not be accepted.

- **Age limit has been removed for CEF courses that commence on or after 1 August 2022, however, applicants should be aged 18 or above at the time when the CEF reimbursable course commenced.**
- The application must be submitted **within one year upon the successful completion of the course**. Late applications will not be accepted by the government.
- Applicants are required to
  - (i) 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;
  - (iii) attained an overall mark of either 50% or such higher percentage of assessment(s) as prescribed for each of the course enrolled (whichever is higher);
  - (iv) attended no less than 70% of the contactable hours **of each course enrolled** or such higher attendance requirement as prescribed for each of the course enrolled (whichever is higher)
- **Applicant who has not obtained any other publicly funded financial assistance for the same course.**

## 2. Prior Commencement of study with MAJS

- Applicants should sign the **Statement of Consent** (refer to p.5 & 6 in this document) for CEF Course Participant prior commencement of study and submit to the Programme of MA in Japanese Studies (email address: [majs@cuhk.edu.hk](mailto:majs@cuhk.edu.hk)).

## 3. While studying with MAJS

- **Applicants are responsible to make sure that they sign on the attendance record sheet WITH HONESTY, or teacher has taken attendance whenever attend a class. The Department reserved the right to forfeit student's attendance record and deny CEF application if suspected forged signature or dishonesty records are found.**
- **Applicants should keep 1) originals/copies of all marked or graded assignments (Appendix 1) ; 2) Copies of unofficial transcripts; 3) Copies of tuition fee receipt, and pass a set of copies to the Department office via [majs@cuhk.edu.hk](mailto:majs@cuhk.edu.hk) for record at the end of each academic year.**
- Applicants should make sure they settle each installment of tuition fee timely throughout the whole study period and **keep all the tuition fee official receipts (#)**, which will be issued upon request.
- **Applicants are duly required to complete the end of Course evaluation forms (OCTE) of all courses enrolled.**

### **(#) How to get the Tuition Fee official receipts**

- *Make request to Donation and Projects Management Unit (DPU) [dpu@cuhk.edu.hk](mailto:dpu@cuhk.edu.hk) of Finance Office of the University after you settled the tuition payment by providing the following information:*
  - *Student ID/ Study Programme/ Year and Term which you would like to obtain a receipt;*
  - *Collection method:*
    - in person – please visit DPU office at 2/F, Sui Loong Pao Building during office hours, or*
    - by mail – please provide the mailing address*

#### 4. Application Procedures

- With effect from 1 April 2019, applicants who apply for CEF for the first time are only required to complete [Application Form \[SFO 313 \(2022\)\]](#), 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 303 (2020)] can also be obtained from Office of Continuing Education Fund (OCEF)/District Offices/ General Office of Department of Japanese Studies.
- **For CEF reimbursable courses commenced on or after 1 August 2022**, please refer to the [Guidance Notes for Application\[SFO 312 E \(2022\)\]](#) when completing the application form.  
*CEF Institutional Code of the Chinese University of Hong Kong is "002".  
CEF Course Code for "Master Programme of Japanese Studies" is "38M122804"*

- Applicants with

- (i) The original of the duly COMPLETED CEF application form,**
- (ii) Copy of full transcript,**
- (iii) Copy of official tuition fee receipts,**

should visit General office of Department of Japanese Studies (Room 403, 4/F, Leung Kau Kui Building, CUHK)\*, **OR** arrange by post\*\* with the following items enclosed inside an A4 size envelope:

- a) A returned self-addressed A4 size envelope with adequate postage paid (Please affix postage stamp(s) of not less than HK\$5 in value or otherwise it will not be handled); and
- b) all the required documents as mentioned above.

**to get the Letter of Certification/Proof of Completion with department chop.**

*\*Applicants should firstly email to [majs@cuhk.edu.hk](mailto:majs@cuhk.edu.hk) to inform the staff about their visits to General Office at least 7 working days in prior, to allow staff to confirm the applicant's fulfillment of the attendance requirements as prescribed in point 1.*

*\*\*For applicants arranging by post, under normal circumstances, the Department will return certified CEF Application Form and the Letter of Certification to the applicant within twenty working days by post.*

- **Applications with incomplete CEF application form and missing documents will not be handled timely.**
- The completed and institution certified CEF Application form, together with a copy of the following documents,
  - (i) Hong Kong Smart Identity Card;**
  - (ii) One-way permit (if applicable);**
  - (iii) Documentary proof of tuition fees paid;**
  - (iv) Documentary proof of successful completion of the course(s);**
  - (v) The Letter of Certification/Proof of Completion (original required)**
  - (vi) Front page of a bank passbook/statement showing the applicant's name, account number and bank name/ bank code.**

should be submitted by post or in person within one year upon succession completion of the CEF Course(s) to:

**The Office of the Continuing Education Fund(OCEF)  
Units 07-11, 25/F., CDW Building  
388 Castle Peak Road, Tsuen Wan  
New Territories**

Applicants may also place their applications in the designated drop-in boxes located at Cheung Sha Wan Government Offices.

## 5. Points to note

- **Scanned or any faxed copies of the completed CEF Application Form are NOT acceptable;**
- Applicants should read carefully the [Checklist for Submitting an Application Form](#) and are highly recommend to read the details of reimbursement application in [CEF website](#) before sending their applications and the required documents to The Office of the Continuing Education Fund (OCEF);
- Applicants should keep the original of the supporting documents submitted (e.g. tuition fee receipts, proof of completion, etc.) for OCEF's verification in case necessary;
- Copies of all submitted supporting documents are not returnable. Applicants should retain copies for their own reference.
- Failure to provide all the necessary documents may lead to the rejection of the application.
- Applications are processed subject to availability of funds. In the event that CEF no longer has funds available when an applicant submits an application, the application will not be approved regardless of whether the applicant fulfils the eligibility requirements for claiming reimbursement from CEF.

To reflect your comment (if any) on CEF issues, you may refer to CEF official website or approach General Office of Department of Japanese Studies, or email to [majs@cuhk.edu.hk](mailto:majs@cuhk.edu.hk).

### **[Appendix 1] Checklist for submission of marked assignments and other documents to MAJS**

Copy of ALL the marked assignments, including all the tests results, essays, research papers, book reports, score sheet, comments received at emails, screen captures of marks/comments in Blackboard, etc., whichever applicable, organized by individual folders named with course code and title.

Copy of ALL the unmarked assignments, if course teachers did not return the corresponding documents, organized by individual folders named with course code and title.

Copy of official tuition fee receipts with University Stamp throughout the study period

Copy of unofficial full transcript upon graduation

## 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:	The Chinese University of Hong Kong
CEF Course Title:	Master of Arts in Japanese Studies
CEF Course Code:	38M122804
Commencement Date of the Course:	2 September 2024

**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.

#### 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 **check 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 fees 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

I hereby acknowledge that:

1. 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).

Please **check only one box** as appropriate: • Applicable  NOT Applicable

2. According to paragraph 14(j) of [Annex I to the CEF Proforma](#) (page 19 of Annex I), 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.
3. I have read and noted the “Guidance Notes on the Continuing Education Fund” [\[SFO 312 E \(2022\)\]](#) and I confirm that I am an eligible applicant for CEF Application.
4. I understand that, if I 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.
5. In respect of any courses for which the fees are to be reimbursed, upon seeking reimbursement of the fees, I must not have obtained any other public funds or assistance under any other publicly funded financial assistance schemes for the same course.
6. I understand that, if I apply for CEF reimbursement with this course, it is compulsory for me to complete 24 units of courses with at least 3 units selected from the core course list; to achieve a minimum cumulative GPA of 2.0; attained an overall mark of either 50% or such higher percentage of assessment(s) as prescribed for each of the course enrolled (whichever is higher); attended no less than 70% of the contactable hours of each course enrolled or such higher attendance requirement as prescribed for each of the course enrolled (whichever is higher).
7. I understand that, if I apply for CEF reimbursement, OCEF will rely on the information provided by me to determine my eligibility for receipt of reimbursement fees from CEF and to assess the amount of reimbursement to be offered. CUHK MA Programme in Japanese Studies is not liable for my application submission and result.

**For details about CEF and Reimbursement Procedures, please contact OCEF:**

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](mailto:cef_sfo@wfsfaa.gov.hk)

Website: [www.wfsfaa.gov.hk/cef](http://www.wfsfaa.gov.hk/cef)

Signature of Course Participant: \_\_\_\_\_

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

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

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