

CONTINUING EDUCATION FUND (CEF)**Consent and Acknowledgement for CEF Course Participant upon Enrolment**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”), 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

<p>I hereby acknowledge that</p>	
<p>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).</p>	<p style="text-align: center;">Applicable <input type="checkbox"/></p> <p style="text-align: center;">Not Applicable <input type="checkbox"/></p> <p style="text-align: center;"><i>Please tick only one box as appropriate</i></p>
<p>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.</p>	<p style="text-align: center;">-</p>

Signature: _____

Name of Course Participant: _____

Hong Kong Identity Card Number: _____

Date: _____

Lifelong Learning Programmes

持續進修課程

	CEF Course Title 基金課程名稱	CEF Course Code 基金課程編號
Professional Diploma Programme		
1.	Professional Diploma in Property and Facility Management 物業及設施管理專業文憑	33F134528
2.	Professional Diploma in Special Child Care and Inclusive Education 特殊幼兒照顧及融合教育專業文憑	35F11719A
Diploma Programme		
3.	Diploma in Property Management 物業管理文憑	33L143561
Certificate Programme		
4.	Certificate in General Mediator Training 綜合調解員培訓證書	44C130682
5.	Certificate in Financial Consulting (Executive Programme) 資深財務策劃顧問證書	33C118009
6.	Certificate in Dental Surgery Assisting 牙科手術助理員證書課程	41C11798A
7.	Certificate in Event Management and Professional Master of Ceremonies 活動管理及專業司儀證書	43C117993

CONTINUING EDUCATION FUND (CEF)**Consent and Acknowledgement for CEF Course Participant upon Enrolment**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”), 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.

Choose one of the following options

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

<p>I hereby acknowledge that</p>	
<p>iii. 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).</p>	<p style="text-align: center;">Applicable <input type="checkbox"/></p> <p style="text-align: center;">Not Applicable <input type="checkbox"/></p> <p style="text-align: center;"><i>Please tick only one box as appropriate</i></p>
<p>iv. 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.</p>	<p style="text-align: center;">-</p>

Signature: _____

Name of Course Participant: _____

Hong Kong Identity Card Number: _____

Date: _____

Please fill out this form before the start of the course