**Reimbursable Courses under the Continuing Education Fund**

**Application Form for Registration / Renewal of Registration**

***(For Non-self-accrediting Course Providers)***

1. **Notes to Course Providers**
2. This Application Form is used for submitting an application for registration / renewal of registration of reimbursable courses under the Continuing Education Fund (CEF). This form applies to Non-self-accrediting Course Providers who apply for registration or renewal of registration of CEF reimbursable courses (CEF Course) (a) with conduct of the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) accreditation (for Initial Evaluation (IE) and/or Learning Programme Accreditation (LPA) and/or Learning Programme Re-accreditation (re-LPA)) in tandem; or (b) which have already been accredited by HKCAAVQ and entered into the Hong Kong Qualifications Register (QR).
3. It is important that course providers read the ‘Guide to Registration, Post-registration and Renewal of Reimbursable Courses under the Continuing Education Fund (operated by Non-self-accrediting Course Providers)’ before making an application.
4. Courses providers may find some pages of the Application Form not relevant to them because the Form is designed for multiple types of course providers. In such cases, there is no need to attach those irrelevant pages to the completed Application Form.
5. The completed Application Form must be electronically submitted to HKCAAVQ via the HKCAAVQ e-Portal at <https://eportal.hkcaavq.edu.hk> for assessment. Paper submission will not be accepted, except **Annexes 1 to 5**. Course providers are required to send the signed copy of the applicable **Annexes** together with the CEF assessment fee to HKCAAVQ.
6. One Application Form can be used to cover more than one CEF Course seeking either LPA or re-LPA in a single accreditation exercise.
7. During assessment, HKCAAVQ may extract information on CEF Course(s) from relevant documents and information collected by HKCAAVQ during the accreditation process such as the Accreditation Document and Accreditation Report.
8. After assessment, HKCAAVQ will pass the application together with a recommendation for each course to Labour and Welfare Bureau (LWB), which is the approval authority for registration or renewal of registration of CEF Courses, for consideration.
9. Any personal data provided in this Form will only be used for the purposes specified in the statements at **Annex 4**. The personal data collected will be handled in accordance with the statements.
10. This Application Form should be completed in accordance with the directions specified in this Form. Course providers shall submit all relevant information and documents as specified in the Form. The responsibility for submitting the requisite information rests with the course provider. Incomplete information may cause delay or termination in processing the application.
11. HKCAAVQ, the Office of the Continuing Education Fund and LWB (the Authorities) may individually approach course providers directly for further information in relation to their application.
12. **Information on Course Provider and CEF Reimbursable Course**
    1. Please indicate the type of application by checking the appropriate box.

Registration of CEF Course(s) in tandem with the conduct of Learning Programme Accreditation

Renewal of registration of CEF Course(s) in tandem with the conduct of Learning Programme Re-accreditation

Standalone registration of CEF Courses(s) after having already obtained accreditation and entry into the QR

Renewal of registration of CEF Course(s) not in tandem with the conduct of Learning Programme Re-accreditation[[1]](#footnote-1)

* 1. Please provide the HKCAAVQ Accreditation Service Agreement number (if applicable) of the relevant accreditation exercise that covers the CEF Course(s) in this application.

HKCAAVQ Accreditation Service Agreement number:

* 1. For new CEF course provider only (i.e. course provider which has not operated any CEF reimbursable course before), please provide the track record in delivering courses to adult learners (i.e. aged 18 or above) which is similar to the course(s) under application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course title** | **Start and end dates (month / year)** | **Duration (hours)** | **Number of learners** | **Completion rate** |
|  |  |  |  |  |

Note: Please add extra row(s) if needed.

* 1. Please use the excel file appended below to provide the following information:

1. the course provider and all teaching venues used by the CEF Course(s) by completing **Parts I & II**
2. for registration of CEF Course(s) in tandem with conduct of Learning Programme Accreditation, please complete **Part III**
3. for renewal of registration of CEF Course(s) in tandem with conduct of Learning Programme Re-accreditation, please complete **Part III**
4. for standalone registration of CEF Course(s), please complete **Part IV**
5. for renewal of registration of CEF Course(s) not in tandem with conduct of Learning Programme Re-accreditation, please complete **Part IV**



* 1. Please use the word file appended below to provide the following information for the registration of Eligible Online Course:

1. for registration of Eligible Online Course, please complete **Part I**
2. for registration of Eligible Online Course seeking exceptional approval with online course hours from more than 50% and up to 75% of the total course hours, please complete both **Part I** and **Part II**



* 1. Please provide information, if any, on out-of-classroom activities delivered within or outside Hong Kong and the insurance coverage of the learners in such activities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of CEF Course** | **Out-of-classroom activities** | **Location** | **Insurance coverage** |
|  |  |  |  |
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* 1. Please provide information, if any, on activities of the CEF course(s) that are delivered outside Hong Kong.

|  |  |
| --- | --- |
| **Title of CEF Course** | **Activities delivered outside of Hong Kong** |
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1. **Supporting Documents**

Course providers are responsible for providing sufficient information as deemed necessary, including but not limited to the documents listed below, to LWB / HKCAAVQ for processing your course registration application(s). Please submit the soft copies of the following documents together with this Application Form via the HKCAAVQ e-Portal:

For all course providers:

Completed Assessment Form (please refer to paragraph 2.4)

Applicable signed annexes to the *Application Form for Registration / Renewal of Registration*

Identity document (either the Hong Kong Identity Card or Passport pages with full name, passport number and photo) of the Responsible Person and each Course Director

[N.B.: No need to submit the identity document again if a copy has been submitted to HKCAAVQ in previous application(s) using the same version of application form. Please indicate the date of last application: Responsible person:       (Month/Year); Course Director(s):       (Month/Year).]

CV of each Course Instructor with full name

Existing or proposed teaching materials (if any)

Existing or proposed publicity materials such as course brochure / leaflet and other promotional materials (if any)

Valid public liability insurance issued by an authorised insurer under the Insurance Companies Ordinance (Cap. 41) for each teaching venue listed in **Part II of the Assessment Form**

Valid Certificate of Fire Service Installations and Equipment (F.S.251) issued by Fire Service Installation Contractor registered under the Fire Services (Installation Contractors) Regulations (Cap. 95A) for each teaching venue listed in **Part II of the Assessment Form**

Valid Certificate(s) of Insurance for out-of-classroom activities delivered within or outside Hong Kong, if any, as stated in paragraph 2.6 above

For new course providers only (i.e. course providers which have not operated any CEF reimbursable course before):

Proof of legal status, such as Certificate of Incorporation/ Valid Business Registration Certificate/ Certificate of Registration of a School/ Certificate of Charitable Donations and Tax-Exempt Charities/ Address Proof of Administration Venue, whichever is applicable)

Evidence of at least two years’ track record of continuous experience in delivering similar courses to learners aged 18 or above immediately prior to the application, such as brochures, publicity materials or samples of attendance records

Guideline(s) on the complaint handling mechanism

1. **Statements by the Course Provider**

Please check the appropriate box, and sign the relevant Annexes. After reading, please confirm that you understood and agreed to the Annexes by signing **Annex 5**.

|  |  |  |
| --- | --- | --- |
|  | **Type of Course Provider\*** | **Relevant Annex** |
|  | an unincorporated provider, e.g. sole proprietorship, partnership | Annex 1, Annex 4, Annex 5 |
|  | an incorporation (e.g. a limited company or a body incorporated by statute) or an institution or organisation which is a limited company but is not a statutory organisation or a school registered under the Education Ordinance (Cap. 279) or the Post-Secondary Colleges Ordinance (Cap. 320) | Annex 2, Annex 3,  Annex 4, Annex 5 |
|  | a statutory organisation or a school registered under the Post-Secondary Colleges Ordinance (Cap. 320) | Annex 3, Annex 4, Annex 5 |
|  | a statutory organisation or a school registered under the Education Ordinance (Cap. 279) with School Registration Number: | Annex 3, Annex 4, Annex 5 |

\* For all new course providers, please provide proof of legal status, such as Certificate of Incorporation/ Valid Business Registration Certificate/ Certificate of Registration of a School/ Certificate of Charitable Donations and Tax-Exempt Charities/ Address Proof of Administration Venue, whichever is applicable.

**Annex 1**

Please print this Annex if applicable.

**Undertakings by the Course Provider**

***\*Delete as appropriate***

We, (hereinafter referred to as the “Course Provider”) wish to apply for the registration / renewal of registration**\*** of the course(s) as reimbursable course(s) under the CEF (“CEF Course(s)”). In consideration of the Government agreeing to assess and where applicable approving our application, we agree to abide by all terms and conditions which may be stipulated by the Government from time to time including without limitation those specified in this Form and in the ‘Guide to Registration, Post-registration and Renewal of Reimbursable Courses under the Continuing Education Fund (operated by Non-self-accrediting Course Providers)’. If the application is successful, we also understand that a letter of approval will be issued which should follow the Proforma Terms and Conditions applicable to all courses offered by Non-self-accrediting Course Providers Registered as Reimbursable Courses under the Continuing Education Fund (“CEF Proforma”) at Appendix 3 to the aforesaid Guide. It is further noted that the letter of approval will specify collectively all terms which a course provider should be required to comply and observe (collectively known as “CEF Terms”). I agree to comply with all these CEF Terms.

We acknowledge that we have read and fully understood this Form, the aforementioned Guide including the CEF Proforma at Appendix 3 as mentioned above. In particular, we confirm that for so long as the CEF registration of any course(s) offered by us remains valid:

(a) neither we nor any of the responsible persons, course directors, course instructors and our employees, agents and sub-contractors who is involved in the management, operation or delivery of the CEF course(s) has been or will be under Police investigation for, charged with or convicted of any offence endangering national security under the National Security Law;

(b) we shall, and shall ensure that each of the responsible persons, course directors, Course Instructors, and each of our employees, agents and sub-contractors (whether or not he/she is involved in a CEF Course) shall acquire a correct understanding of and comply with the National Security Law;

(c) neither we nor any of the responsible persons, course directors, Course Instructors and our employees, agents and sub-contractors (whether or not he/she is involved in the CEF Course) shall perform or engage in any act or activity that:

(i) constitutes or, in the reasonable opinion of any of the Authorities is likely to constitute, an offence under any National Security Law; or

(ii) in the reasonable opinion of any of the Authorities, may otherwise be contrary to the interest of national security;

(d) a CEF Course shall not contain any information, material or otherwise that may have the effect or give rise to circumstances described in clause (c)(i) or (ii);

(e) we shall report immediately to the relevant law enforcement agency/agencies if any act or activity relating to the operation of any CEF Course, or any information, material or otherwise of the CEF Course(s), is suspected to have contravened any National Security Law or to be contrary to the interest of national security. We shall notify the Authorities whenever a report to any law enforcement agency/agencies is made; and

(f) we shall encourage all course participants to report to us through the complaint handling mechanism set up under clause 27 of the CEF Proforma any act or activity relating to the CEF Course(s), or any information, material or otherwise of the CEF Course(s), that is suspected to have contravened any National Security Law or to be contrary to the interest of national security. We shall ensure the complaint handling mechanism promptly receives and notifies us of such report. We shall also immediately report to the relevant law enforcement agencies upon receipt of any such complaint or report.

Without prejudice to the CEF Proforma, we confirm that if:

(a) the Police commences any investigation on us or any of our responsible persons, course directors, Course Instructors, employees, agents and sub-contractors who is involved in the management, operation or delivery of any CEF Course(s);

(b) we fail to comply with any provision of this Undertaking and/or the CEF Terms; or

(c) any of the Authorities reasonably considers it is in the interests of safeguarding national security that a Course be de-registered,

the Secretary for Labour and Welfare may suspend the CEF Registration of any or all courses offered by us under CEF. If the circumstances warrant, the Secretary may, in addition or in the alternative, de-register the CEF registration of any or all of the aforementioned courses. The Secretary may from time to time announce to the public any such suspension or de-registration.

We agree that the CEF Terms may be amended at the sole discretion by the Government from time to time.

We declare that all the information provided in relation to CEF registration / renewal of registration\* is accurate and complete. We understand that it is a criminal offence to provide misleading or false information which we know or ought to know as false or misleading.

We confirm that the undersigned is authorised by us unanimously to be the Authorised Signatory for matters in respect of the course(s) under application.

|  |  |  |
| --- | --- | --- |
| Signature (with authorised seal / chop of this course provider) | : |  |
| Name of Signatory | : |  |
|  |  | *(in full and block letters)* |
| Position in this course provider | : |  |
| HKID/Passport number | : |  |
| Contact number | : |  |
| Date | : |  |

**Annex 2**

Please print this Annex if applicable.

**Certified Extracts of Minutes and Resolutions of a Meeting of the Board of Directors**

***Note: For course provider which is a limited company but is not a statutory organisation or a school registered under the Education Ordinance (Cap. 279) or the Post-Secondary Colleges Ordinance (Cap. 320), please fill in this Annex and sign in Part C of Annex 5 to certify the following statements.***

***\*Delete as appropriate.***

Name of course provider:       (“Company”)

* + - 1. At a Meeting of the Board of Directors of the Company duly convened and held at its registered office on       **(date of meeting)**, at which a quorum of directors were present, it was noted that:
    1. The Government has set up a Continuing Education Fund in the Hong Kong Special Administrative Region of the People’s Republic of China (“Fund”). Course providers who offer self-financing courses may apply for registration / renewal of registration**\*** of their courses with the Fund (“CEF course(s)”), so that course participants of these courses may apply for fee reimbursements under the Fund.
    2. The Company is desirous of applying for registration / renewal of registration**\*** of its courses with the Fund.
    3. All terms and conditions specified in this Form and in the ‘Guide to Registration, Post-registration and Renewal of Reimbursable Courses under the Continuing Education Fund (operated by Non-self-accrediting Course Providers)’ were produced to the Meeting and were duly read and understood. If the application is successful, any letter of approval to be issued should follow the CEF Proforma at Appendix 3 to the aforesaid Guide. It is further noted that the letter of approval will specify collectively all terms which a course provider should be required to comply and observe (collectively known as “CEF Terms”).
    4. In view of the benefits of the Fund mentioned in (A) above, each of the directors considered that it was in the interest of the Company to apply for registration / renewal of registration**\*** of the CEF Course(s) and subject to the CEF Terms and the directors recommended the Company to apply for the registration / renewal of registration**\***.

AND the following resolutions were unanimously passed:

1. That the CEF Terms be and are hereby approved.
2. That the Company does apply for the registration / renewal of registration**\*** of the CEF Course(s) and subject to the CEF Terms.
3. That one director of the Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the director) be authorised to sign, for and on behalf of the Company, the CEF Application Form and all other documents and notices incidental thereto or in connection therewith.
   * + 1. The Company confirms that for so long as the CEF registration of the CEF Course(s) remains valid:

(a) neither we nor any of the responsible persons, course directors, Course Instructors and our employees, agents and sub-contractors who is involved in the management, operation or delivery of any CEF course(s) has been or will be under Police investigation for, charged with or convicted of any offence endangering national security under the National Security Law;

(b) we shall, and shall ensure that each of the responsible persons, course directors, Course Instructors, and each of our employees, agents and sub-contractors (whether or not he/she is involved in a CEF Course(s)) shall acquire a correct understanding of and comply with the National Security Law;

(c) neither we nor any of the responsible persons, course directors, Course Instructors and our employees, agents and sub-contractors (whether or not he/she is involved in the CEF Course(s)) shall perform or engage in any act or activity that:

(i) constitutes or, in the reasonable opinion of any of the Authorities is likely to constitute, an offence under any National Security Law; or

(ii) in the reasonable opinion of any of the Authorities, may otherwise be contrary to the interest of national security;

(d) a CEF Course shall not contain any information, material or otherwise that may have the effect or give rise to circumstances described in Clause (c)(i) or (ii);

(e) we shall report immediately to the relevant law enforcement agency/agencies if any act or activity relating to any operation of the CEF Course(s), or any information, material or otherwise of the CEF Course(s), is suspected to have contravened any National Security Law or to be contrary to the interest of national security. We shall notify the Authorities whenever a report to any law enforcement agency/agencies is made; and

(f) we shall encourage all course participants to report to us through the complaint handling mechanism set up under clause 27 of the CEF Proforma any act or activity relating to the CEF Course(s), or any information, material or otherwise of the CEF Course(s), that is suspected to have contravened any National Security Law or to be contrary to the interest of national security. We shall ensure the complaint handling mechanism promptly receives and notifies us of such report. We shall also immediately report to the relevant law enforcement agencies upon receipt of any such complaint or report.

Without prejudice to the CEF Proforma, we confirm that if:

(a) the Police commences any investigation on us or any of our responsible persons, course directors, Course Instructors, employees, agents and sub-contractors who is involved in the management, operation or delivery of any CEF Course(s);

(b) we fail to comply with any provision of this Undertaking and/or the CEF Terms; or

(c) any of the Authorities reasonably considers it is in the interests of safeguarding national security that a Course be de-registered,

the Secretary for Labour and Welfare may suspend the CEF Registration of any or all courses offered by us under CEF. If the circumstances warrant, the Secretary may, in addition or in the alternative, de-register the CEF registration of any or all of the aforementioned courses. The Secretary may from time to time announce to the public any such suspension or de-registration.

* + - 1. We hereby certify that the foregoing is a true and correct extract of the minutes and resolutions of the Board of Directors of the Company duly noted and passed at a duly convened meeting of the Board of Directors of the Company at which a quorum of directors was present throughout and all directors who were in any way interested in the transaction concerned had duly disclosed the nature and extent of their interest. We hereby further certify that according to our best knowledge and belief, the foregoing resolutions are in full force and effect, and such resolutions have not been amended, varied, rescinded or revoked, in whole or in part.

We confirm that the undersigned is authorised by us unanimously to be the Authorised Signatory for matters in respect of the course(s) under application.

|  |  |  |
| --- | --- | --- |
| Signature (with authorised seal / chop of this course provider) | : |  |
| Name of Signatory | : |  |
|  |  | *(in full and block letters)* |
| Position in this course provider | : |  |
| HKID/Passport number | : |  |
| Contact number | : |  |
| Date | : |  |

**Annex 3**

Please print this Annex if applicable.

**Undertakings by the Authorised Signatory for and on behalf of the Course Provider**

***\*Delete as appropriate.***

We, (hereinafter referred to as the “Course Provider”), wish to apply for the registration / renewal of registration**\*** of the course(s) as reimbursable course(s) with CEF (“CEF Course”). In consideration of the Government agreeing to assess and where applicable approving our application, we agree to abide by all terms and conditions which may be stipulated by the Government from time to time including without limitation those specified in this Form and in the ‘Guide to Registration, Post-registration and Renewal of Reimbursable Courses under the Continuing Education Fund (operated by Non-self-accrediting Course Providers)’. If the application is successful, we also understand that a letter of approval will be issued which should follow the Proforma Terms and Conditions applicable to all courses offered by Non-self-accrediting Course Providers Registered as Reimbursable Courses under the Continuing Education Fund (“CEF Proforma”) at Appendix 3 to the aforesaid Guide. It is further noted that the letter of approval will specify collectively all terms which a course provider should be required to comply and observe (collectively known as “CEF Terms”). We agree to comply with all these CEF Terms.

We acknowledge that we have read and fully understood this Form and the aforementioned Guide including CEF Proforma at Appendix 3 as mentioned above. In particular, we confirm that for so long as the CEF registration of any course(s) offered by us remains valid:

(a) neither we nor any of the responsible persons, course directors, Course Instructors and our employees, agents and sub-contractors who is involved in the management, operation or delivery of any CEF Course has been or will be under Police investigation for, charged with or convicted of any offence endangering national security under the National Security Law;

(b) we shall, and shall ensure that each of the responsible persons, course directors, Course Instructors, and each of our employees, agents and sub-contractors (whether or not he/she is involved in a CEF Course) shall acquire a correct understanding of and comply with the National Security Law;

(c) neither we nor any of the responsible persons, course directors, Course Instructors and our employees, agents and sub-contractors (whether or not he/she is involved in the CEF Course) shall perform or engage in any act or activity that:

(i) constitutes or, in the reasonable opinion of any of the Authorities is likely to constitute, an offence under any National Security Law; or

(ii) in the reasonable opinion of any of the Authorities, may otherwise be contrary to the interest of national security;

(d) a CEF Course shall not contain any information, material or otherwise that may have the effect or give rise to circumstances described in clause (c)(i) or (ii);

(e) we shall report immediately to the relevant law enforcement agency/agencies if any act or activity relating to the operation of any CEF Course, or any information, material or otherwise of the CEF Course, is suspected to have contravened any National Security Law or to be contrary to the interest of national security. We shall notify the Authorities whenever a report to any law enforcement agency/agencies is made; and

(f) we shall encourage all course participants to report to us through the complaint handling mechanism set up under clause 27 of the CEF Proforma any act or activity relating to the CEF Course, or any information, material or otherwise of the CEF Course, that is suspected to have contravened any National Security Law or to be contrary to the interest of national security. We shall ensure the complaint handling mechanism promptly receives and notifies us of such report. We shall also immediately report to the relevant law enforcement agencies upon receipt of any such complaint or report.

Without prejudice to the CEF Proforma, we confirm that if:

(a) the Police commences any investigation on us or any of our responsible persons, course directors, Course Instructors, employees, agents and sub-contractors who is involved in the management, operation or delivery of the CEF Course;

(b) we fail to comply with any provision of this Undertaking and/or the CEF Terms; or

(c) any of the Authorities reasonably considers it is in the interests of safeguarding national security that a Course be de-registered,

the Secretary for Labour and Welfare may suspend the CEF Registration of any or all courses offered by us under CEF. If the circumstances warrant, the Secretary may, in addition or in the alternative, de-register the CEF registration of any or all of the aforementioned courses. The Secretary may from time to time announce to the public any such suspension or de-registration.

We agree that the CEF Terms may be amended at the sole discretion by the Government from time to time.

We declare that all the information provided in relation to CEF registration / renewal of registration**\*** is accurate and complete. We understand that it is a criminal offence to provide misleading or false information which we know or ought to know as false or misleading.

We confirm that the undersigned is authorised by us unanimously to be the Authorised Signatory for matters in respect of the course(s) under application.

|  |  |  |
| --- | --- | --- |
| Signature (with authorised seal / chop of this course provider) | : |  |
| Name of Signatory | : |  |
|  |  | *(in full and block letters)* |
| Position in this course provider | : |  |
| HKID/Passport number | : |  |
| Contact number | : |  |
| Date | : |  |

**Annex 4**

Please print this Annex.

**Statements by the Course Provider**

**Collection and Handling of Information**

1. We agree that the Authorities may approach us directly for further information regarding the application. We will fully cooperate with the Authorities to provide all required information.
2. We have read the statements below regarding the collection and use of the personal data collected.
3. The personal data requested in the Application Form are collected by the Authorities (“data users”) for processing the applications for registration or renewal of registration of courses under CEF (CEF Course) and the maintenance of the registrations in the list of CEF Course.
4. In accordance with section 3.2.1.2 of the Code of Practice on the Identity Card Number and the Personal Identifiers issued by the Privacy Commissioner for Personal Data, the Responsible Person and Course Director are required to furnish a copy of their Hong Kong Identity Card or Passport (pages with full name, passport number and photo only). If this requirement is not complied with, the data users may not be able to process the application and to maintain the courses for CEF purposes. Specifically, the Application Form will be used by the data users for the following purposes:
   1. All activities relating to processing applications for registration or renewal of registration and maintaining of the courses on the list of CEF reimbursable courses, including matching of the personal data provided against other databases;
   2. All activities for processing and recovery of fee payments and the seeking of indemnification under CEF;
   3. All activities for providing information of the registered CEF courses to potential course participants or other members of the public (excluding the Hong Kong Identity Card Number or Passport Number of the Responsible Person and Course Director);
   4. Statistics and research for operation of CEF; and
   5. Any other legitimate purposes.
5. The personal data and other supplementary information that are provided in the Application Form may be disclosed to Government policy bureaux and departments and other relevant bodies for the purposes mentioned in paragraphs (i) and (ii) above or where such disclosure is authorised and required by law.
6. If necessary, the data users will contact the Responsible Person(s), the Course Director(s), government departments and other organisations to verify the data provided with those held by them for the purposes mentioned in paragraphs (i) and (ii) above.
7. In accordance with sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), the data subjects have the right to request access to and correction of the personal data supplied in the Application Form.
8. Enquiries concerning the personal data provided in the Application Form and requests for the correction of such data may be made in writing to: CEF Administrator, 10/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

**Inspections and Premises**

1. We understand and agree that the Authorities and any officer authorised by any of them may conduct inspections of the relevant courses and premises(s) for processing the application, or otherwise for the purposes of the administration of CEF, either by appointment or without prior notice.
2. We confirm that the proposed premises listed in the excel file of the Application Form satisfy the statutory requirements for fire and building safety for the purpose of running the CEF reimbursable courses.

**Fees**

1. We confirm that the tuition fee stated in the Application Form does not cover (i) the part of course, if any, that is delivered outside of Hong Kong, and (ii) any materials not directly consumed during the delivery of course. Fees associated with (i) and (ii) and any other expenses should be counted as other miscellaneous fees. I confirm that learners have been informed that only the tuition fee is reimbursable under CEF.
2. We understand that HKCAAVQ will process the application after the relevant assessment fee is settled and the assessment fee paid is normally non-refundable.

**Conditions of approval**

1. In the event if the course(s) is/are or continue(s) to be approved as CEF reimbursable course(s), we hereby undertake to observe and comply with all conditions subject to which approval will be granted. In making such an undertaking, we acknowledge that we have carefully read the CEF Proforma subject to which approval for registration or renewal of registration of a CEF Course is given.
2. We understand that the course(s) may be subject to de-registration or suspension in the circumstances outlined in CEF Proforma at Appendix 3 of the *‘*Guide to Registration, Post-registration and Renewal of Reimbursable Courses under the Continuing Education Fund (operated by Non-self-accrediting Course Providers)’whereupon the consequences following from such de-registration or suspension as specified therein shall apply*.*

We confirm that the undersigned is authorised by us unanimously to be the Authorised Signatory for matters in respect of the course(s) under application.

|  |  |  |
| --- | --- | --- |
| Signature (with authorised seal / chop of this course provider) | : |  |
| Name of Signatory | : |  |
|  |  | *(in full and block letters)* |
| Position in this course provider | : |  |
| HKID/Passport number | : |  |
| Contact number | : |  |
| Date | : |  |

**Annex 5**

Please print this Annex.



**Application for Registration / Renewal of Registration of**

**Reimbursable Courses under the Continuing Education Fund**

**Notes to Course Providers**

1. Please complete Parts A and B.
2. For Part C, please complete as applicable.
3. Please send the signed copy of this Annex together with a cheque / bankdraft (payable to **Hong Kong Council for Accreditation of Academic and Vocational Qualifications**)for payment of the assessment fee to the following address:

Hong Kong Council for Accreditation of Academic and Vocational Qualifications

10 Siu Sai Wan Road, Chai Wan, Hong Kong

(Attention: CEF Team)

**Part A: Payment information**

|  |  |
| --- | --- |
| Name of course provider |  |
| Date of application |  |
| Number of courses in the application |  |
| Total assessment fee  (= number of courses x HK$500 per course ) |  |
| Payment method | cheque  bankdraft |
| Cheque / bankdraft number |  |
| Name of bank |  |

**Part B: Declaration by Course Provider**

We, the Course Provider, does not have any course which is being suspended or has been de-registered from CEF within one year prior to the date of the application of new CEF registration whether of the same course or another different course.

We further confirm that we and any of the Responsible Person / Course Director were / were not a Responsible Person / Course Director / shareholder / partner / sole proprietor of any course provider at the time when any of its courses were de-registered or suspended from CEF within one year from the date of this application. [Note: Delete as appropriate.]

[N.B.: If affirmative, please provide the name of the course provider concerning de-registration or suspension:     ]

We confirm that we understood and agreed to the relevant annexes listed in Section 4 of the application.

We further confirm that the undersigned is authorised by us unanimously to be the Authorised Signatory for matters in respect of the course(s) under application.

|  |  |  |
| --- | --- | --- |
| Signature (with authorised seal / chop of this course provider) | : |  |
| Name of Signatory | : |  |
|  |  | *(in full and block letters)* |
| Position in this course provider | : |  |
| HKID/Passport number | : |  |
| Contact number | : |  |
| Date | : |  |

**Part C: Signed by Course Provider which is a limited company but is not a statutory organisation or a school registered under the Education Ordinance (Cap. 279) or the Post-Secondary Colleges Ordinance (Cap. 320)**

The statements in **Annex 2** are certified by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Position | Board of Director |
|  |  |  |  |  |
| HKID/Passport number |  |  | Contact number |  |
| Signature |  |  | Date |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | |  | Position | Board of Director |
| HKID/Passport number |  |  | | Contact number |  |
|  |  | |  |  |  |
| Signature |  | |  | Date |  |

1. In such cases, HKCAAVQ may seek further information on the course operation since its registration / last renewal. [↑](#footnote-ref-1)