*[****Notes to Non-self-accrediting Course Providers:***

1. *Clauses 17 and 19 of 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”)” (“CEF Proforma”) requires course providers to obtain consents from course participants for disclosure of their personal data to Labour and Welfare Bureau (“LWB”) and its agent(s) and the Office of CEF (“OCEF”), and acknowledgements from course participants for understanding they are not obliged to take the full programme for CEF reimbursement if they are just enrolling in a particular module of such, and on the arrangement as stated in paragraph 14(j) of Annex II to the CEF Proforma.*
2. *Course providers shall prepare a statement of consent and acknowledgement for the above purpose with reference to the sample statement of consent and acknowledgement below.*
3. *The statement of consent and acknowledgement could be a standalone document or maybe incorporated into the enrolment form or any other form(s) upon enrolment of the CEF course.*
4. *If the statement of consent and acknowledgement is incorporated into the course provider’s enrolment form, it should still remain an independent section, where a space for course participant’s signature should be placed right under the statement of consent and acknowledgement. In other words, course provider should ensure that the course participant has read and signed this particular section instead just signing the enrolment form as a whole.*
5. *The consent is only valid for ONE particular CEF course. If a course participant enrolls in more than one CEF course(s) of the same course provider, he/she should sign the statement of consent and acknowledgement* ***separately****. Only if the course participant enrolls* ***simultaneously*** *in more than one CEF courses, which are ALL modules under the* ***same*** *mother programme, the course provider may specify all relevant and enrolled CEF Course Codes and CEF Course Titles clearly in one statement of consent and acknowledgement.]*

SAMPLE

**CONTINUING EDUCATION FUND (CEF)**

**Consent and Acknowledgement for CEF Course Participant upon Enrolment[[1]](#footnote-1)\***

**(for Course(s) operated by Non-self-accrediting Course Providers)**

Name of CEF Course Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

**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).
 | **Applicable** **□****Not Applicable****□***Please tick only one box as appropriate* |
| 1. according to paragraph 14(j) of Annex II 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 Course Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

1. \* To be signed by every CEF course participant **upon** course enrolment and kept by the Course Provider. [↑](#footnote-ref-1)