

Questions and Answers

1. What is the Eligibility and Condition for Reimbursement of IELTS Test Fee?

Reimbursement of test fee for the 2008-09 academic year is only applicable to UGC-funded degree students (of all modes of attendance) who take the International English Language Testing System (IELTS) in their final year of study, i.e. students who expect to graduate in the 2008-09 academic year, and will be made once only. Reimbursement is conditional upon their agreement to have the statement “*In possession of the result of IELTS taken on (date) under the University Grants Committee’s Common English Proficiency Assessment Scheme.*” printed on their transcripts.

<<point 6 of AS Web Notice on 31 March 2008>>

2. Will the IELTS test result be shown on the transcript if reimbursement is made?

Only the statement “*In possession of the result of IELTS taken on (date) under the University Grant Committee’s Common English Proficiency Assessment Scheme.*” will be printed on the transcript if the student is reimbursed for the test fee.

<<point 6 of AS Web Notice on 31 March 2008>>

3. When and where can a student apply for reimbursement of IELTS Test Fee?

Starting from 6 October 2008 and before the deadline of 22 June 2009, eligible students of PolyU can submit application for reimbursement of IELTS Test Fee via the University Portal at http://www.polyu.edu.hk/fo/StdAcctInfo/fo_sai.html as soon as they have received the Test Report Form from IELTS.

<<point 8 of AS Web Notice on 31 March 2008>>

4. Is there any deadline for submitting the reimbursement requests?

The deadline for submitting the reimbursement requests for UGC Testing Sessions in 2008-2009 is 22 June 2009 (Late claim will not be entertained).

<<point 8 of AS Web Notice on 31 March 2008>>

5. What is the reimbursement procedure of IELTS Test Fee?

All eligible students of PolyU can submit reimbursement application as follows:

1. Input bank account information in Student Account Information Facility via http://www.polyu.edu.hk/fo/StdAcctInfo/fo_sai.html ; and
2. Submit application for reimbursement of IELTS Test Fee on/ before 22 June 2009 in Student Account Information Facility via http://www.polyu.edu.hk/fo/StdAcctInfo/fo_sai.html upon receipt of the Test Report Form from IELTS CEPAS administrators within 2 weeks from the date of the test.

Student will receive the following confirmation emails from Finance Office:

1. Bank Account for Autopay Services
2. Confirmation of Successful Application of IELTS Test Fee Refund
3. Notice of Payment by Autopay

<<point 8 of AS Web Notice on 31 March 2008>>

6. How much will be reimbursed to an eligible student of PolyU if the test is taken at the UGC-funded institutions’ premises?

HK\$1,035 will be refunded to an eligible student of PolyU if he/ she takes the test at the institutions’ premises because the balance of HK\$230 will be refunded separately by the Test

Administrator. A student who takes the test in other off-campus locations will be reimbursed \$1,265 by the PolyU and no separate refund will be made by the Test Administrator.
<<point 8 of AS Web Notice on 31 March 2008>>

7. Why do students who took the test on institutions' premises will be reimbursed \$1,035 not \$1,265?

If a student has taken the test in institutions' premises and applied for refund, he/ she will be reimbursed \$1,035 by PolyU since the IELTS Administrators will arrange refund of HK\$230 separately to the student.

<<point 7 of AS Web Notice on 31 March 2008>>

8. How does a student know that he/ she has submitted IELTS Test Fee Refund Application successfully via the University Portal?

As soon as the student has submitted a refund application via the University Portal, an on-screen message will be displayed and there is also a subsequent email Notice of Confirmation of Successful Application of IELTS Test Fee Refund confirming the application is successful and refund by autopay to student's bank account will be arranged by Finance Office within 3 weeks. When payment is made, the student will receive an email Notice of Payment by Autopay from Finance Office.

9. Can a student re-submit a duplicate application for refund of test fee?

No, if the student tries to re-submit a duplicate application, an on-screen message "Your application for refund has already been processed. Duplicate application is not allowed." will be shown.

10. When will the IELTS Test Fee be reimbursed to student's bank account?

The refund by autopay to student's bank account will be arranged by Finance Office within 3 weeks from the date of successful application. When the payment is made, the student will receive an email Notice of Payment by Autopay from Finance Office.

11. What can the student do if he/ she could not receive the autopay amount after the date of payment specified in the email of Notice of Payment?

Normally, if a student has provided an invalid/ incorrect bank account, the autopay transaction will be rejected from bank with the reasons of "account closed/ error account/ no such account". Hence, the student should do the following rectification:

- a) Input/ update correct bank account in Student Account Information Facility at the University Portal http://www.polyu.edu.hk/fo/StdAcctInfo/fo_sai.html; and
- b) send an email to Finance Office at fostud@inet.polyu.edu.hk informing that correct bank account has been updated in the University Portal for re-arranging refund of IELTS Test Fees; and
- c) wait for Finance Office to re-arrange payment.

Once payment has been re-arranged, the student will receive an email Notice of Payment by Autopay from Finance Office.

12. Who should be contacted for further information?

For details on the CEPAS, please refer to the following:

About IELTS: IELTS website at www.ielts.org

About CEPAS: CEPAS website at www.ugccepa.com;

Email address at info@ugccepa.com ;

IELTS CEPAS Management Unit Enquiry hotline at 2620 0321.

To: All Full-time and Part-time UGC-funded Undergraduate Degree Students who will graduate in 2008-09 academic year
From: Academic Secretariat
Date: 31 March 2008

Common English Proficiency Assessment Scheme (CEPAS) 2008-09

With a view to encouraging students to become more aware of the importance of English proficiency, and providing an internationally recognised assessment for them in pursuing further studies or entering the workforce, the University Grants Committee (UGC) has started to launch the Common English Proficiency Assessment Scheme (CEPAS) for graduating UGC-funded undergraduate degree students on a voluntary basis since 2002-03. Subject to the condition stated in Section 6 below, eligible students can apply for reimbursement of the test fee once.

For the arrangement of 2008-09 exercise, the registration period will be opened **from 1 April 2008 until 25 April 2008 (for test sessions in July to October 2008) and from 1 September 2008 until 17 October 2008 (for test sessions in November 2008 to May 2009)**. All testing sessions will be held on Saturdays and Sundays **from July 2008 to May 2009**.

1. The Assessment

The UGC has selected the academic module of the International English Language Testing System (IELTS) as the common English proficiency assessment. IELTS assesses students' ability to use English language in all four communication skills, that is, *listening, reading, writing and speaking*.

2. Participation

Students' participation in the CEPAS is voluntary.

3. Eligibility for Registering for CEPAS

The Scheme is restricted to UGC-funded undergraduate degree students (of all modes of attendance) who are eligible for reimbursement of the test fee (i.e. students who expect to graduate in the 2008-09 academic year). Please refer to Section 6 below for details.

Allocation of places will be on a first-come-first-served basis.

4. Application Procedures

- (a) Students can either register through the online registration system (www.ugccepa.com) or through the paper application during 1 April 2008 to 17 October 2008. The application form and the details of the test dates and venues can be downloaded from the same website.
- (b) For online application, students should complete the application procedure through the above website and make payment through either (i) PPS – Online System, (ii) PPS – Phone Service, (iii) Internet Banking or (iv) *Circle K Convenience Store counters**. If you settle the payment by PPS – Online System, the fee level will depend on the venue chosen. However, if you choose to use PPS – Phone Service, Internet Banking or Circle K Convenience Store counters to settle the payment, an upfront payment of HK\$1,265 is required. Please refer to Section 5 for details.

*Payment at Circle K Convenience Store counters will be available only after 23 June 2008.

(c) For paper application, students should follow the procedures below:-

- ◆ complete the application form which can be downloaded from the website (www.ugccepa.com);
- ◆ make payment through the following bank account of the IELTS administrator (an upfront payment of HK\$1,265 is required for paper application):-

Bank: Citibank
Account No.: 006-391-61216410
Account Name: IDP Education Pty Ltd – CEPAS

- ◆ attach the following necessary documents:-
 - the completed application form;
 - the original bank payment receipt (payment made by cheque or internet banking will NOT be accepted).
- * students are requested to make a copy of the bank payment receipt for their own references.
- ◆ mail the whole application package to the following address of the IELTS administrator's office:-

IELTS CEPAS Management Unit
Unit 2801 Harbour Centre,
25 Harbour Road,
Wan Chai,
Hong Kong.

(d) Alternatively, students may put their paper application inside an envelope and return by hand to the collection box placed at the AS Service Centre at Room M101 of Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon on or before the deadline for application, i.e. 17 October 2008. However, students are encouraged to mail their paper applications directly to the IELTS CEPAS Management Unit in order to avoid any delay as PolyU will only arrange to forward the forms, if any, to the IELTS administrator by batches.

(e) For both online and paper applications, candidates will receive an acknowledgement email confirming the test date, test venue and payment details.

5. **Test Fee**

The test fee for sessions held on the eight UGC-funded institutions' premises is HK\$1,035 per person and that for sessions held on other premises is HK\$1,265 per person. Students who register online and pay directly through PPS – Online System should settle the corresponding test fee based on their venue choice.

Students who settle the fee by PPS – Phone Service, Internet Banking or Circle K Convenience Store counters (for online application) or Direct Money Transfer (for paper application) must pay HK\$1,265 upfront when they submit their applications. Candidates who eventually take the test on institutions' premises will receive a refund of HK\$230 from the IELTS CEPAS Management Unit (for details on the collection method, please refer to Section 7).

6. **Eligibility for Reimbursement of Test Fee**

Reimbursement of the test fee is only applicable to UGC-funded undergraduate degree students (of all modes of attendance) who take IELTS in their final year of study, i.e. students who expect to graduate in the 2008-09 academic year, and will be made once only. Reimbursement is conditional upon students' agreement to have the following statement printed on their transcripts (test result is not required to be shown on the transcript):-

7. Notification of Test Result

The IELTS administrator will mail one Test Report Form (TRF) to the student's address 2 weeks after the test. For students who paid an upfront test fee of HK\$1,265 before but eventually takes the test on institutions' premises, a refund of HK\$230 will be arranged accordingly.

If students settle the test fee through Circle K Convenience Store counters or Direct Money Transfer, a refund cheque of HK\$230 will be sent by registered mail to students' submitted address together with the TRF. If students pay by PPS – Phone Service and Internet Banking, the HK\$230 refund will be credited to student's payment account within 30 days after the test date.

8. Reimbursement Procedures

- ◆ Upon receipt of the Test Report Form from the IELTS administrator, PolyU students eligible for reimbursement (please see Section 6 above) could submit their reimbursement requests by logging into the website of the PolyU's Finance Office at http://www.polyu.edu.hk/fo/StdAcctInfo/fo_sai.html starting from **6 October 2008**. If students have not yet inputted their bank account number to the Student Account System to facilitate the refund process, they will be asked to do so before their reimbursement requests can be processed. After inputting the bank account information, students need to submit the reimbursement request again to complete the necessary refund procedures.
- ◆ A set of frequently asked questions and answers will also be put up on the afore-mentioned website of the Finance Office in early April 2008. Students can visit this website to obtain more information on the reimbursement procedures.
- ◆ The deadline for submitting the reimbursement requests for UGC testing sessions taken in 2008-09 is **22 June 2009**. **Late submission will not be entertained.**
- ◆ After receipt of the reimbursement requests, PolyU's Finance Office will arrange to reimburse the test fee to students by paying directly into their designated bank accounts. Students who take the test in other off-campus locations will be eligible for reimbursement of HK\$1,265 while those who take the test on institutions' premises will be eligible for reimbursement of HK\$1,035.
- ◆ The Academic Secretariat will accordingly arrange for inclusion of the statement on students' attendance of IELTS in the transcripts of those who have claimed reimbursement (please refer to Section 6 above).

9. CEPAS Seminars for PolyU Students

In order to familiarise PolyU students with the CEPAS arrangements and the IELTS requirements, the IELTS administrator will set up an information booth, close to the 7-11 Convenience Store on the podium level, to distribute the application materials to PolyU students during 31 March 2008 to 3 April 2008 (from 10:00 a.m. to 5:30 p.m.).

10. Arrangement for Students Registered on Double Degree Programmes

Since it is the intention of UGC to have undergraduate students taking the IELTS in their final year rather than a year before graduation, double degree students are eligible to register for the UGC testing sessions of IELTS in their "real" final year of study, i.e. the year when the students would receive the two awards, albeit their funding status has changed to self-financed.

The Academic Secretariat will undertake to certify this group of students as "eligible for registering for the UGC testing session" and are hence eligible for a reimbursement of the test fee when they apply to sit for the IELTS in their final year of study. It is therefore not necessary for these students to sit for the test in their non-final year unless they opt to graduate with a major/minor award or a single degree with no intention of pursuing the second award. In either case, students can only be reimbursed once.

However, if double-degree students choose to leave the programme with a single degree award or without an award and then re-join the programme in a later year to complete the remaining award(s) as a self-financed student, then these students will not be eligible for registering for the UGC testing session in that year of study even though they have not applied to sit for the test before.

11. **Further Information**

For further details on the CEPAS, please refer to the following:

- About IELTS: IELTS website www.ielts.org
- About CEPAS: CEPAS website www.ugccepa.com
IELTS CEPAS Management Unit (Enquiry hotline: 2620 0321;
Fax: 2620 0320; email: info@ugccepa.com / online@ugccepa.com)