



Continuing Education Fund (CEF)

The Continuing Education Fund subsidizes adults with learning aspirations to pursue continuing education and training courses. Eligible applicants will be reimbursed **80% of their fees**, subject to a maximum sum of HK\$10,000, on successful completion of the course. The fees for more than one reimbursable course may be reimbursed, subject to the maximum amount of HK\$10,000 per applicant not being exceeded.

The following three subjects offered by the *Department of Building and Real Estate* and *Department of Civil and Structural Engineering* in 2011/12 Semester One have been approved as Continuing Education Fund (CEF) reimbursable courses:

PolyU Subject Code	PolyU Subject Title
BRE567 ^(Note 1)	International Real Estate: China
BRE5751 ^(Note 1,2)	Strategic Management
CSE516	Urban Transport Planning – Theory and Practice

Note 1: CyberU students enrolling on these subjects are NOT eligible for CEF application.

Note 2: Starting from 2009/10 academic year, only students from MSc/PgD in Project Management, MSc/PgD in Construction & Real Estate, MSc/PgD in Civil Engineering and MSc/PgD in Environmental Management & Engineering, who meet the criteria stipulated by CEF (including attendance requirement), can claim for CEF reimbursement of BRE5751 Strategic Management.

If you have enrolled on the above subject(s) and are eligible to apply for reimbursement fee, please complete a CEF application form (SFAA 192) which is downloadable from <http://www.sfaa.gov.hk/cef/forms.htm>. The form must be certified by the Faculty of Construction and Land Use **by 1 September 2011** before submission to the Office of the Continuing Education Fund (OCEF).

Please follow the guidelines below when completing *Part B Information on Course of Study* in the CEF Application Form:

Name of Institution	The Hong Kong Polytechnic University	
CEF Institution Code	004	
Commencement Date	1 September 2011	
CEF Course Code	CEF Course Title	Tuition Fee (HK\$)

21Z04839-2	<i>International Real Estate: China (BRE567)</i>	\$8,100
21Z05060-5	<i>Strategic Management</i>	\$8,100
25Z05803-8	<i>Urban Transport Planning – Theory and Practice (CSE516)</i>	\$8,100

May we draw your attention that **1 September 2011**, the first day of Semester One, is treated as the commencement date for the above CEF reimbursable subjects, despite the first class of these subjects may be held after this date. Applications for certification received after 1 September 2011 will NOT be processed by Faculty Office.

Reimbursement Claim Submission

After successful completion of the course and the announcement of exam results, you may send a request for documentary proofs to Miss Jady Chan via cljady@inet.polyu.edu.hk. It normally takes 3 working days to process the documents. Once the documents are available, you will be contacted by phone or email to come to the Faculty Office to certify the completed Reimbursement Claim Form.

Faculty Office Address and Opening Hours

Faculty of Construction and Land Use, Room AG701 (Core A), The Hong Kong Polytechnic University
Monday to Friday: 9:00 a.m. to 5:35 p.m.

Enquiries

CEF Hotline 3142 2277 or Faculty Office tel: 2766 5029