



## 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 five subjects offered by the *Department of Building and Real Estate* and *Department of Civil and Structural Engineering* in 2009/10 Semester Two have been approved as Continuing Education Fund (CEF) reimbursable courses:

PolyU Subject Code	PolyU Subject Title
BRE527 <sup>(Note 1)</sup>	Construction Practice in China
BRE546 <sup>(Note 1)</sup>	Mediation Training
BRE5731 <sup>(Note 1,2)</sup>	Managing People in Projects
CSE563	Development of Transport Infrastructure
CSE568	Arbitration Law 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 BRE5731 Managing People in Projects.*

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 11 January 2010** 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		11 January 2010
CEF Course Code	CEF Course Title	Tuition Fee (HK\$)
21Z048384	<i>Construction Practice in China (BRE527)</i>	\$8,100
21Z048406	<i>Mediation Training (BRE546)</i>	\$8,100 + \$4000 =\$12,100
21Z050591	<i>Managing People in Projects</i>	\$8,100
25Z058054	<i>Development of Transport Infrastructure (CSE563)</i>	\$8,100
21Z054945	<i>Arbitration Law and Practice (CSE568)</i>	\$8,100

May we draw your attention that **11 January 2010**, the first day of Semester Two, 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 11 January 2010 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](mailto: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 12:45 pm, 2:00 p.m. to 5:35 p.m.

### **Enquiries**

CEF Hotline 3142 2277 or Faculty Office tel: 2766 5029