



Dear Student,

Government's Continuing Education Fund (CEF)

With effect from 1 October 2003, Qualification Programme (QP) has been recognised as a reimbursable course under the Financial Services category of CEF. QP candidates may apply for a fee reimbursement of up to \$10,000 out of the QP cost of \$14,000 (excluding the Final Examination and annual subscriptions which are not allowed under the scheme).

Please note that CEF applicants must submit their applications to the Office of CEF before the course commencement date, i.e. if you wish to claim for Module(s) taken in September 2006 session, please do so before 11 September 2006.

However, you should submit **One** application only, i.e. applicants who have obtained approval in-principle for reimbursement of fees should not submit a second application. For example, if you have submitted the CEF application and being approved before, you are not required to submit the CEF application again.

● **Application procedures for September 2006 session**

1. Download the CEF Application Form from the CEF website <http://www.info.gov.hk/sfaa/cef/intro.htm>. Please note that as QP comprises several modules, you should fill in the CEF course title, i.e. CPA Qualification Programme, not the module names, in the Application Form.
2. Complete the CEF Application Form and submit it to the Institute for certification after **1 September 2006** at the Institute's Services Counter at **27th Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong** during office hours.
3. Submit your application to the Office of CEF on or before **11 September 2006**.
4. Office of CEF will issue application results within 12 working days from the date of receipt of application (date of application).

The following summary is for your easy reference:

Name of Institution/ Course Provider:	HKICPA
CEF Institution Code:	301
CEF Course Title:	CPA QUALIFICATION PROGRAMME
CEF Course Code:	23C01771-5
Actual Tuition Fees Paid:	HK\$3,500 (for 1 Module) / HK\$7,000 (for 2 Modules)
Commencement Date (D/M/Y)	11 September 2006

Reimbursement procedures

Applicants may make two claims of reimbursement within two years from the date of approval. Each claim may include more than one reimbursable course.

1. Successful applicants will receive Reimbursement Claim Form (RCF) from the Office of CEF.
2. Sign the completed RCF and submit to the Institute for certification. For students claiming for more than one module, they may group the modules and submit the claim as one course under the same CEF course code and course title on the claim form.
3. Submit the certified RCF together with copies of the following supporting documents to the Office of CEF:
 - ◆ QP Module Enrolment Confirmation Slip(s) as the fee receipts (for September 2006 session, Confirmation Slip will be sent out on 1 September 2006)
 - ◆ QP Examination Results and Status Report(s) to proof successful completion of the QP / Module(s)
 - ◆ Front page of your bank passbook/statement showing your name and account number.

It is the students' responsibility to retain all documents to support the reimbursement claim in future. You are required to keep your Module Enrolment Confirmation Slip(s) and the QP Examination Results and Status Report(s) to apply for the reimbursement of the CEF.

For CEF application procedures, eligibility of applicants, reimbursable procedures etc, please refer to the CEF website <http://www.info.gov.hk/sfaa/cef/> for details or ring its enquiry hotline 3142 2277 or visit the Institute's website <http://www.hkicpa.org.hk/students/cef.php> on QP related issues.

Hong Kong Institute of CPAs
7 September 2006