

Yale-China Chinese Language Centre, CUHK  
SCOLAR funded Foundation Certificate Programme in Chinese (Cantonese) for  
Non-Chinese Speakers (Elementary I and II)  
**Terms and Conditions**

## **1. Applicant eligibility**

### **Applicant background**

- Non-Chinese speaking Hong Kong residents;
- High school graduates or above education qualification;
- Currently not studying any full-time programme;

### **Immigration status**

- Applicants should be in full compliance with the HKSAR Immigration Policy. The study programme should be completed before the expiry date of the Hong Kong visa (if any);
- Immigration status not accepted by this programme: holders of student visa, working holiday visa, Recognizance Form No. 8, visit visa or in visitor status.

### **Others**

- Applicants who have studied the same course and got the same award certificate in the past are not eligible to apply.
- Each applicant can apply for the programme for once only throughout the 2019-2021 cycle. The last course required by the programme must be completed by 30 June 2021.
- Other subsidies and discounts cannot be used in this programme.

## **2. Application procedure**

- Applicants should study carefully and sign the Notes to Application;
- Fill in an online application form exclusively for the SCOLAR's Vocational Chinese Language Programme at [www.cuhk.edu.hk/clc/scolar\\_ncs\\_apply](http://www.cuhk.edu.hk/clc/scolar_ncs_apply). The programme application will be processed only upon full submission of the documents;
- Have the following documents ready for upload along with the online application: (a) For permanent HKID holder, please upload your ID copy. (b) For non-permanent HK residents, please upload the passport page which shows the HK visa details with expiry date. (c) A copy of education document certifying that you are at least have completed Hong Kong secondary five education or equivalent level on or prior to 2011 or, have completed Hong Kong secondary six education (university admission level) or equivalent level on or after 2012.
- In case of class cancellation due to insufficient enrolment, it will be informed in writing (See schedule leaflet for more information).
- In case the student quota is full for an intake, unsuccessful students are advised to re-submit application for the next school term. If a class is cancelled, the study quota can be carried forward to the next school term for once. Study quota cannot be transferred to another person.
- Applicants please ensure the accuracy of your email and postal address on your application form as notification and grade report will be sent by those means. The Centre is not liable for any responsibilities due to the inaccurate information provided by the applicants.

## **3. Refund policy**

- Course withdrawal with refund is acceptable as long as the written request is made on or before the course's application deadline. Fees paid are not refundable regardless of whether a student has attended lessons or not. Fees paid are refundable for a cancelled or full course.

## **4. Selection criteria**

- Staff will first screen students who have fulfilled the conditions as stated in section one above.
- If the number of eligible applicants exceeds the quota, the Centre will draw lots to decide the allocation of places.
- The confirmed students should settle the fee within three days after receiving the admission notification, or a date assigned by CLC staff whichever is the earlier.
- A waiting list will be drawn. The waiting students will be informed if a confirmed applicant has withdrawn from the programme.
- An applicant who is not selected for the current round can consider re-applying in the next round and application will NOT be automatic transferred to the next round.

## **5. Reimbursement requirement**

- A student should have completed the application procedure and have received SCOLAR programme's acceptance confirmation prior to the study;
- Have completed the designated CP2101 AND CP2102 modules. No other modules are accepted. Enter programme from CP2102 is not allowed. Study one module alone is not entitled to the reimbursement;
- Attained a **pass grade in each of the study modules OR attained at least 80% attendance** in each of the study modules;
- A student should follow the assigned schedule in taking the second course. The second course (i.e. CP2102) must be completed no later than 30 June 2021. Applicants who seek shifting to other schedule should consider the risk of full capacity in the class and being refused for the change of schedule.

#### **6. Award certificate requirement**

- Satisfactory assessment in each module/ course
- AND attained at least 70% attendance in each of the study modules.

#### **7. Reimbursement and certificate collection procedure**

- Upon satisfactory completion of the programme, subsidy will be reimbursed to the students. For 2019-21, the programme fee is HK\$2000. SCOLAR subsidy reimbursed after programme completion: HK\$1700.
- Reimbursement will be made in Hong Kong Dollars by the same means as in tuition fee payment and only in form of cheque or credit card.
- Reimbursement by bank transfer/ uncrossed cheque can be arranged if justification can be provided.
- If a student settled tuition fee by credit card but preferred refund by cheque, the student should bear the credit card commission, which will be deducted from the reimbursement amount.
- No cash reimbursement is allowed.
- All reimbursement must be made under the name of the student applicant.
- Upon the satisfactory assessment of the course or attendance, the course coordinator will check with the student about the reimbursement arrangement within 1 month after the study programme ends. The reimbursement will be issued then within 1 month after the reimbursement arrangement is confirmed by the student. For reimbursement by cheque, students are expected to pick up at the CLC service counter.
- Collection of certificate: eligible students will be notified to collect the award certificate, usually available within 4 months after the end of the study programme. Students are expected to pick up in person at the CLC service counter.

#### **8. Personal Data Collection Statement**

The personal data provided on enrolment forms and used by CLC is only for the purpose related to the processing of enrolment, student administration, tuition reimbursement and reporting to the funding source, i.e. SCOLAR (Standing Committee on Language Education and Research). Under the provision of the Personal Data (Privacy) Ordinance, applicants have the right to request access to and make correction on their personal data. Applicant wishing to amend their personal data should submit written requests to CLC by using Personal Data Update Form which can be downloaded from CLC web site.

#### **9. Disclaimer**

CUHK-CLC reserves the rights to alter scheme details such as procedure, scheduling, venue, instructor and content; the right to cancel a course due to operational need; the right to assign study quota as desired by the funding source with or without further notice

*Update: 9 December 2019*