

## Continuing Education Fund

The Continuing Education Fund (CEF) is a HKSAR government initiative to subsidize local adult residents with learning aspirations in pursuing continuing education and training courses. Various CLC programmes have been added into the list of reimbursable courses for Continuing Education Fund purposes. Students who fulfilled the following requirement can consider applying for CEF to fund partly their study programme. Eligible students are entitled to 60-80% refund on course fee with a ceiling of HK\$20000 per person in a lifetime (for courses opened on or after 1 April 2019).



### A. Identity

The students should be:

1. Hong Kong residents who have the **right of abode** or the right to land or to remain in Hong Kong without restriction, i.e. “A” (right of abode), “R” (right to land) or “U” (remain in Hong Kong without restriction) should appear below the date of birth on the HK Smart ID card. For details of the meaning of symbols, please visit the website of the Immigration Department <http://www.immd.gov.hk>. Holders of one-way permits from Mainland China may also apply;
2. **18 to 70 years old** at the time of application and on seeking reimbursement of their fees;

### B. Programme requirement

**Chinese programmes (Putonghua):** CEF is only applicable to **selected intermediate to advanced level courses with HSK preparation course** as a compulsory requirement.

CEF course name	Course requirement (Group A)	Course requirement ( Group B)
	At least 2 modules altogether, with at least 1 from Group A and 1 from Group B	
<u>Basic Presentation Skills and HSK Preparation</u> CEF Registration number : 24Z073247.	CLCP1153, CLCP2253, CLCP3353	CLCP2263, CLCP3363, CLCP4403, CLCP4503, CLCP4603, CLCP4663
<u>News Media &amp; Presentation Skills and HSK Preparation</u> CEF Registration number : 24Z073239.	CLCP4453, CLCP4553, CLCP4653	
<u>Communication Skills &amp; Culture and HSK Preparation</u> CEF Registration number : 24Z073255.	CLCP4413, CLCP4513, CLCP4613	
The 3 courses above have been included in the list of reimbursable courses under the Continuing Education Fund. The Office of the Continuing Education Fund does not have record of registration of those courses under the Qualifications Framework.		

The programme required minimum study hours is **80 hours**.

3. Attain a minimum of 70% in **attendance** for each course
4. Obtain **pass grade** in each of the modules;

### C. Administrative requirement

1. ALL Students of the course are required by CEF to fill in and sign on a [declaration](#) before the start of the first lesson.
2. Applicable to Chinese (Putonghua) CEF course listing above: The **study credits earned is transferable** to other Putonghua award-bearing programmes, such as (Certificate, Diploma and Advanced Diploma Programmes). Students are advised to consult CLC staff first before application
3. Student should take good care of the **receipt(s)** pertain to the course. This is required during the reimbursement procedure and this must be done in person with the CEF office after finishing the course.
4. No other discount or concession can be used together with CEF in the same course
5. The reimbursement application should reach the CEF office within **one year** after the course completion.

### D. Remarks 備註

- Some CEF reimbursable courses are not always available and **may not be offered in every school term** due to threshold enrolment requirement. A student is advised to have a **flexible schedule and study scheme** in line with the CEF requirement to increase the chance in getting course reimbursement.
- Application forms, guidelines and checklist are available in the CEF home page at [www.wfsfaa.gov.hk/cef](http://www.wfsfaa.gov.hk/cef). Enquiry can be forwarded to CEF hotline at 3142 2277 and the CLC general office.

### **Contact Us**

Continuing Education Section,

Yale-China Chinese Language Centre, The Chinese University of Hong Kong

Shatin Head Office & Classrooms

Opening Hour: 8:45 a.m. to 5:30 p.m. (Monday to Thursday) 8:45 a.m. to 5:45 p.m. (Friday)

No service on Saturday, Sunday and public holiday.

Address: G/F, Fong Shu Chuen Building, The Chinese University of Hong Kong, Shatin, New Territories

Tel: (852) 3943 6727

Fax: (852) 2603 5004

Email: [clc@cuhk.edu.hk](mailto:clc@cuhk.edu.hk)

Web site: [www.ycccl.cuhk.edu.hk](http://www.ycccl.cuhk.edu.hk)

Update 20 May 2020

## Course group A

### **CLCP1153**

#### **Basic Presentation Skills & Daily Situations I**

3 credits; 3 hrs/week

This elementary course helps students to build up abilities in presenting basic ideas in real life communication settings. Tasks like picture description, speaking topics and simple presentation will be adopted to train students in presentation with various everyday settings.

### **CLCP2253**

#### **Basic Presentation Skills & Daily Situations II**

3 credits; 3 hrs/week

An intermediate course to help students improve their proficiency to communicate in authentic situations by integrating the newly acquired vocabulary items and grammar structures.

### **CLCP3353**

#### **Basic Presentation Skills & Daily Situations III**

3 credits; 3 hrs/week

A higher intermediate course helping students to further improve their proficiency to communicate in a variety of authentic situations by integrating the newly acquired vocabulary items and grammar structures.

### **CLCP4413**

#### **News Media & Presentation Skills I**

3 credits; 3 hrs/week

An advanced course designed to familiarize students with journal articles, focusing on expansion of vocabulary through reading, discussion and presentation based on selected readings from Chinese newspapers.

### **CLCP4513**

#### **News Media & Presentation Skills II**

3 credits; 3 hrs/week

An advanced course designed to familiarize students with language input from a wider variety of sources, such as TV programs and news broadcasts.

### **CLCP4613**

#### **News Media & Presentation Skills III**

3 credits; 3 hrs/week

An advanced course designed to build up students' confidence in discussing issues covered by journal articles, TV programs and news broadcasts.

### **CLCP4453**

#### **Communication Skills & Culture I**

3 credits; 3 hrs/week

An advanced course designed to improve students' language skills in communication, as well as to increase their understanding of Chinese culture and society through selected readings.

### **CLCP4553**

#### **Communication Skills & Culture II**

3 credits; 3 hrs/week

An advanced course designed to improve students' language skills in communication, as well as their understanding of Chinese culture and society through a wider variety of selected readings.

### **CLCP4653**

#### **Communication Skills & Culture III**

3 credits; 3 hrs/week

An advanced course designed to build up students' confidence in communication related to social and cultural issues.

## Course group B- HSK Preparation Course I, II, III

### **CLCP2263**

#### **Special Topics for Intermediate Learners**

3 credits; 3 hrs/week

This intermediate course is designed to consolidate learners' language skills with special topics as determined by the teachers subject to the class's need. Topics can include but not limited to training associated to the national Chinese test (HSK) level 2 to 3; COPA intermediate level communicative tasks such as showing direction, describing past events, comparing, expressing thanks, explaining, discussing; intermediate business Chinese training etc.

### **CLCP3363**

#### **Special Topics for Upper Intermediate Learners**

3 credits; 3 hrs/week

This upper intermediate course is designed to consolidate learners' language skills with special topics as determined by the teachers subject to the class's need. Topics can include but not limited to training associated to the national Chinese test (HSK) level 3 to 4; COPA advanced level tasks such as complaining, refusing, apologizing, criticizing, analyzing, suggesting, explaining, stating a fact, promoting, introducing (semi-formal); intermediate business Chinese etc. (This course is to be first offered in Summer 2016)

### **CLCP4403**

#### **Advance Patterns & Presentation Skills I**

3 credits; 3 hrs/week

This advanced course is designed to familiarize students with advanced patterns and variety of expressions focusing on the appropriateness in application in different situations. Content reference can be made to the COPA advanced and superior tasks, national Chinese oral test (HSKK) advanced level, and national Chinese test (HSK) level 4 to 5 curricula.

### **CLCP4503**

#### **Advance Patterns & Presentation Skills II**

3 credits; 3 hrs/week

This advanced course is designed to familiarize students with advanced patterns and variety of expressions focusing on the appropriateness in application in different situations. Content reference can be made to the COPA advanced and superior level tasks, national Chinese oral test (HSKK) advanced level, and national Chinese test (HSK) level 5 to 6 curricula.

### **CLCP4603**

#### **Advance Patterns & Presentation Skills III**

3 credits; 3 hrs/week

This advanced course is designed to familiarize students with advanced grammar and variety of expression patterns focusing on the appropriateness in application in different situations. Content reference can be made to the COPA advanced and superior tasks, national Chinese oral test (HSKK) advanced level, and national Chinese test (HSK) level 5 to 6 curricula.

### **CLCP4663**

#### **Special Topics III**

3 credits; 3 hrs/week

This course is designed for students intending to take the new HSK. It helps building students' capacity to work in a completely Chinese environment and/ or to pursue further study in mainland China university. Training includes Chinese listening, grammar, reading and speaking.

#### Notes

- Some CEF reimbursable courses are not always available and **may not be offered in every school term** due to threshold enrolment requirement. A student is advised to have a **flexible schedule and study scheme** in line with the CEF requirement to increase the chance in getting course reimbursement. Applicable to Chinese (Putonghua) CEF course listing above: The **study credits** earned **is transferable** to other Putonghua award-bearing programmes, such as (Certificate, Diploma and Advanced Diploma Programmes). Students are advised to consult CLC staff first before application
- The Centre reserves the right to re-schedule or cancel a course due to operational reality.

**CONTINUING EDUCATION FUND (CEF)**  
**Consent for CEF Course Participant upon Enrolment\***  
**(For Course(s) operated by Local Self-accrediting Course Providers)**

Name of CEF Course Provider: The Chinese University of Hong Kong (Yale-China Chinese Language Centre)

CEF Course Title: Communication Skills & Culture and HSK Preparation

CEF Course Code: 24Z073255

Commencement Date of the Course: \_\_\_\_\_

**CONSENT on Disclosure of Personal Data**

1. I understand that Labour and Welfare Bureau (“LWB”), the Office of CEF (“OCEF”) and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (“HKCAAVQ”) are responsible for monitoring and processing the applications for fee reimbursement under the CEF.
2. The public authorities referred to in paragraph 1 above (“Specified Public Authorities”) may require my personal data provided to the above CEF Course Provider for the purposes of fees reimbursement and audit inspection if I apply for fees reimbursement under the CEF.
3. OCEF would be unable to process my application for fees reimbursement if I do not consent to the disclosure of my personal data to the Specified Public Authorities **before** attending the course(s), or otherwise the Specified Public Authorities would not have access to time-sensitive information in relation to my application.

*Please tick only one box as appropriate*

- ☐ I have read and understand the above paragraphs. I consent to the disclosure of my personal data, any other information and records in relation to the above course(s) to the Specified Public Authorities for the purposes of fees reimbursement under the CEF and audit inspection.
- ☐ I have read and understand the above paragraphs. I confirm that I will not apply for fee reimbursement under the CEF for the above course(s) and do not consent to the disclosure of my personal data to the Specified Public Authorities.

Note: signing this form does not assumed that you are eligible for the Continuing Education Fund application. For more information about the Fund, please visit the official website at <https://www.wfsfaa.gov.hk/cef/en/index.htm> .

Signature: \_\_\_\_\_

Name of Course Participant: \_\_\_\_\_

Hong Kong Identify Card Number: \_\_\_\_\_

Date: \_\_\_\_\_

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\* To be signed by every CEF course participant **upon** course enrolment and kept by the Course Provider.

**CONTINUING EDUCATION FUND (CEF)**  
**Consent for CEF Course Participant upon Enrolment\***  
**(For Course(s) operated by Local Self-accrediting Course Providers)**

Name of CEF Course Provider: The Chinese University of Hong Kong (Yale-China Chinese Language Centre)

CEF Course Title: News Media & Presentation Skills and HSK Preparation

CEF Course Code: 24Z073239

Commencement Date of the Course: \_\_\_\_\_

**CONSENT on Disclosure of Personal Data**

1. I understand that Labour and Welfare Bureau (“LWB”), the Office of CEF (“OCEF”) and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (“HKCAAVQ”) are responsible for monitoring and processing the applications for fee reimbursement under the CEF.
2. The public authorities referred to in paragraph 1 above (“Specified Public Authorities”) may require my personal data provided to the above CEF Course Provider for the purposes of fees reimbursement and audit inspection if I apply for fees reimbursement under the CEF.
3. OCEF would be unable to process my application for fees reimbursement if I do not consent to the disclosure of my personal data to the Specified Public Authorities **before** attending the course(s), or otherwise the Specified Public Authorities would not have access to time-sensitive information in relation to my application.

*Please tick only one box as appropriate*

- ☐ I have read and understand the above paragraphs. I consent to the disclosure of my personal data, any other information and records in relation to the above course(s) to the Specified Public Authorities for the purposes of fees reimbursement under the CEF and audit inspection.
- ☐ I have read and understand the above paragraphs. I confirm that I will not apply for fee reimbursement under the CEF for the above course(s) and do not consent to the disclosure of my personal data to the Specified Public Authorities.

Note: signing this form does not assumed that you are eligible for the Continuing Education Fund application. For more information about the Fund, please visit the official website at <https://www.wfsfaa.gov.hk/cef/en/index.htm> .

Signature: \_\_\_\_\_

Name of Course Participant: \_\_\_\_\_

Hong Kong Identify Card Number: \_\_\_\_\_

Date: \_\_\_\_\_

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\* To be signed by every CEF course participant **upon** course enrolment and kept by the Course Provider.

**CONTINUING EDUCATION FUND (CEF)**  
**Consent for CEF Course Participant upon Enrolment\***  
**(For Course(s) operated by Local Self-accrediting Course Providers)**

Name of CEF Course Provider: The Chinese University of Hong Kong (Yale-China Chinese Language Centre)

CEF Course Title: Basic Presentation Skills and HSK Preparation

CEF Course Code: 24Z073247

Commencement Date of the Course: \_\_\_\_\_

**CONSENT on Disclosure of Personal Data**

1. I understand that Labour and Welfare Bureau (“LWB”), the Office of CEF (“OCEF”) and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (“HKCAAVQ”) are responsible for monitoring and processing the applications for fee reimbursement under the CEF.
2. The public authorities referred to in paragraph 1 above (“Specified Public Authorities”) may require my personal data provided to the above CEF Course Provider for the purposes of fees reimbursement and audit inspection if I apply for fees reimbursement under the CEF.
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*Please tick only one box as appropriate*

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- ☐ I have read and understand the above paragraphs. I confirm that I will not apply for fee reimbursement under the CEF for the above course(s) and do not consent to the disclosure of my personal data to the Specified Public Authorities.

Note: signing this form does not assumed that you are eligible for the Continuing Education Fund application. For more information about the Fund, please visit the official website at <https://www.wfsfaa.gov.hk/cef/en/index.htm> °

Signature: \_\_\_\_\_

Name of Course Participant: \_\_\_\_\_

Hong Kong Identify Card Number: \_\_\_\_\_

Date: \_\_\_\_\_

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# Yale-China Chinese Language Centre

## The Chinese University of Hong Kong

### Academic Calendar for the year 2020 Regular Programmes

*Certificate/ Diploma/ Advanced Diploma Programmes in Chinese as a Foreign/ Second Language (Putonghua)*  
*Certificate/ Diploma/ Advanced Diploma Programmes in Chinese as a Foreign/ Second Language (Cantonese)*

For part-time evening and weekend programmes, please visit web site [www.cuhk.edu.hk/clc/part-time](http://www.cuhk.edu.hk/clc/part-time)

**Fall & Spring Terms** - Half-day study: 12-15 sessions per week, 3 sessions per day  
 Morning Class: 9:30 a.m. - 12:20 p.m. OR Afternoon Class: 1:30 p.m. - 4:20 p.m.

**Summer Term (Regular)** - Half-day study: 14-17.5 sessions per week, 3.5 sessions per day  
 Morning Class: 9:00 a.m. - 12:30 p.m. OR Afternoon Class: 1:30 p.m. - 5:00 p.m.

**SPRING TERM** : (Monday, January 20, 2020 – Friday, April 17, 2020)

**APPLICATION DEADLINE: Oct 20, 2019 (Student visa applicants); Dec 30, 2019 (non-student visa applicants)**

January 16	Thursday (at 11:00 a.m.)	Registration & Orientation of <b>NEW</b> Students
January 20	Monday	Classes Begin
January 24-30	Friday - Thursday	Lunar New Year Vacation
February 1	Saturday	Last Day for Adding/Dropping of Courses
March 20	Friday	Spring Party
April 4	Saturday	Public Holiday – Ching Ming Festival
April 10-11 & 13	Friday-Saturday & Monday	Public Holiday - Easter
April 15	Wednesday	Last Teaching Day
April 16-24	Thursday - Friday	Course Exams/ Graduation Exam/ Exam Make-up*

**SUMMER TERM (REGULAR)** : (Wednesday, June 3, 2020 - Tuesday, August 11, 2020)

**APPLICATION DEADLINE: March 3, 2020 (Student visa applicants); May 13, 2020 (non-student visa applicants)**

June 1	Monday (at 11:00 a.m.)	Registration & Orientation of <b>NEW</b> Students
June 3	Wednesday	Classes Begin
June 10	Wednesday	Last Day for Adding/Dropping of Courses
June 25	Thursday	Public Holiday – Tuen Ng Festival
July 1	Wednesday	Public Holiday – Hong Kong Special Administrative Region Establishment Day
August 7	Friday	Last Teaching Day
August 10-18	Monday-Tuesday	Course Exams/ Graduation Exam/ Exam Make-up*

**FALL TERM** : (Monday, September 21, 2020- Friday, December 11, 2020)

**APPLICATION DEADLINE: June 21, 2020 (Student visa applicants); August 31, 2020 (non-student visa applicants)**

September 17	Thursday (at 11:00 a.m.)	Registration & Orientation of <b>NEW</b> Students
September 21	Monday	Classes Begin
September 26	Saturday	Last Day for Adding / Dropping of Courses
October 1	Thursday	Public Holiday –National Day
October 2	Friday	Public Holiday –Mid-Autumn Festival
October 26	Monday	Public Holiday –Chung Yeung Festival
November 14	Saturday	Fall Outing
December 9	Wednesday	Last Teaching Day
December 10-18	Thursday-Friday	Course Exams/ Graduation Exam/ Exam Make-up*

\*Course exams, graduation exam, exam make-up will be provided if appropriate, and the schedule is different from course to course.

Tentative CLC calendar for 2020/21: (Spring) Jan. 25-Apr. 23, 2021; (Summer) Jun. 3-Aug. 11, 2021; (Fall) Sep. 20-Dec. 10, 2021  
 (Please refer to our website for updated version.)

**Summer Intensive Short Programmes (tentative schedule)** [www.cuhk.edu.hk/clc/summer](http://www.cuhk.edu.hk/clc/summer)

S2 Cantonese/ Putonghua Jul 2-Aug 10, 2020 PTH L1-2 & CAN L1-2 ~6 weeks/ 80 hrs





# 香港中文大學雅禮中國語文研習所

YALE-CHINA CHINESE LANGUAGE CENTRE  
THE CHINESE UNIVERSITY OF HONG KONG

地址 Address: 香港新界沙田香港中文大學 Shatin, N.T., Hong Kong, SAR  
網頁 Homepage: www.ycccl.cuhk.edu.hk 電郵 E-mail: clc@cuhk.edu.hk  
電話號碼 Phone: (852)3943 6727 傳真號碼 Fax: (852) 2603 5004

## 對外漢語 常規學歷課程 報名表格

### Enrolment Form for Regular Award-bearing Programmes (Chinese as a Foreign/ Second Language/ CFL)

請於填寫報名表格前細閱「申請須知」及科目簡介並以正楷填寫此表格。  
Please fill in this form in BLOCK LETTERS and read the "Notes to application"  
and course curriculum carefully before filling in the form.

#### 由本所填寫 Office use only

<input type="checkbox"/> 錄取 Admitted	<input type="checkbox"/> 不錄取 Rejected	<input type="checkbox"/> 後補名單 Waiting List
<input type="checkbox"/> HK\$ _____ 報名費已收 Application Fee Received		<input type="checkbox"/> 以支票/本票支付 Paid by cheque / bankdraft
		<input type="checkbox"/> 以信用卡支付 Paid by credit card
<input type="checkbox"/> HK\$ _____ 學費已收 Tuition Fee Received		<input type="checkbox"/> 以支票/本票支付 Paid by cheque / bankdraft
		<input type="checkbox"/> 以信用卡支付 Paid by credit card

#### 甲部 Part A: 課程詳情 Course details

✓請勾選 check the box #必須填寫 mandatory

# 入學學季 Admission for school term	# 學歷課程 Award-bearing programmes		課程單元/ Modules	課程編號與名稱 Course code and title (no need to fill this part for Level 1 – 3)	學分 No. of credits
年份 Year _____ <input type="checkbox"/> 春季學期 Spring Term <input type="checkbox"/> 夏季學期 Summer Term <input type="checkbox"/> 秋季學期 Fall Term	<input type="checkbox"/> 普通話 Putonghua	<input type="checkbox"/> 廣東話 Cantonese	單元一 Module 1		
入學程度 Level intended  <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3  <input type="checkbox"/> 高級 Advanced level	<input type="checkbox"/> 證書課程 Certificate Programme	<input type="checkbox"/> 證書課程 Certificate Programme	單元二 Module 2		
	<input type="checkbox"/> 文憑課程 Diploma Programme	<input type="checkbox"/> 文憑課程 Diploma Programme	單元三 Module 3		
	<input type="checkbox"/> 高等文憑課程 Advanced Diploma Programme	<input type="checkbox"/> 高等文憑課程 Advanced Diploma Programme	單元四 Module 4		
	<input type="checkbox"/> 職業中文綜合溝通基礎證書課程 Foundation Certificate Programme in Integrated Chinese Communication for Workplace		單元五 Module 5		
	<input type="checkbox"/> 中文閱讀基礎證書課程 Foundation Certificate Programme in Chinese Reading				
打算修讀多少學季? Semester(s) intended for the study? 年份 Year _____ <input type="checkbox"/> 春季 Spring <input type="checkbox"/> 夏季 Summer <input type="checkbox"/> 秋季 Fall 年份 Year _____ <input type="checkbox"/> 春季 Spring <input type="checkbox"/> 夏季 Summer <input type="checkbox"/> 秋季 Fall 年份 Year _____ <input type="checkbox"/> 春季 Spring <input type="checkbox"/> 夏季 Summer <input type="checkbox"/> 秋季 Fall 年份 Year _____ <input type="checkbox"/> 春季 Spring <input type="checkbox"/> 夏季 Summer <input type="checkbox"/> 秋季 Fall 春季 Spring : January - April 一月至四月 夏季 Summer : June - August 六月至八月 秋季 Fall : September - December 九月至十二月					首季修讀學分 總數: Total credits intended for the 1 <sup>st</sup> term:
上課地點 Class location: 除非另有註明, 常規學歷課程的上課地點為沙田中大校園。Unless specify, all classes take place in Shatin University campus.					

#### 乙部 Part B: 個人資料 Personal Particulars

英文姓名 \_\_\_\_\_ 中文姓名 \_\_\_\_\_ 稱謂: ☐先生 ☐小姐 ☐太太 ☐女士  
Name in English: \_\_\_\_\_ Name in Chinese: \_\_\_\_\_ Title: Mr. Miss Mrs. Ms.  
姓氏 Surname 名字 First Name (必須與香港身份證或護照相同 Must be the same as shown on HK ID card or passport)

香港入境身份 Hong Kong immigration status:  
☐ 香港永久性居民身份證號碼 Permanent HK citizen HKID number: \_\_\_\_\_  
☐ 香港入境簽證持有人 HK Visa holder  
 簽證類別 Visa type: ☐ 工作 Working visa ☐ 家屬 Dependent visa ☐ 工作假期 Working holiday visa ☐ 其他(請註明)Others: please specify \_\_\_\_\_  
 護照號碼 Passport no.: \_\_\_\_\_ 簽發國家 Issuing country: \_\_\_\_\_

國籍 Nationality \_\_\_\_\_ 性別 Sex \_\_\_\_\_ 出生日期: (日/月/年) Date of Birth: (dd/mm/yy) \_\_\_\_\_  
 手電: \_\_\_\_\_ 住宅電話: \_\_\_\_\_ 聯絡傳真: \_\_\_\_\_ 电子邮箱地址: \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Home Telephone: \_\_\_\_\_ Contact Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

通訊地址: \_\_\_\_\_  
Correspondence Address: \_\_\_\_\_

緊急聯絡人 姓名 \_\_\_\_\_ 電話 \_\_\_\_\_ 關係 \_\_\_\_\_  
Emergency contact: Name \_\_\_\_\_ Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

☐ 研究院或以上  
Postgraduate or above

CUHK alumni and dependents

曾修習廣東話 Cantonese Background*					
年份 When	地區/ 機構 名稱 District/ Name of institution	時段 Duration	每周上課 時數 Hours per week	總時數 Total contact hours	所用課本 Textbook used

曾修習普通話 Putonghua Background*					
年份 When	地區/ 機構 名稱 District/ Name of institution	時段 Duration	每周上課 時數 Hours per week	總時數 Total contact hours	所用課本 Textbook used

\* 凡報讀非初班之新生，請到 [www.cuhk.edu.hk/clc/placement](http://www.cuhk.edu.hk/clc/placement) 下載及填寫語言能力測試表格，並連同申請表一併交回，有需要時申請者或被要求進行電話或網上會話測試。For applicants who intend to enroll in non-beginner course, please fill in the placement test at web site <http://www.cuhk.edu.hk/clc/placement> and return the test together with the application form. Telephone and on-line oral test is sometimes required.

#### iv) #學習目標 (必須填寫) Learning Objectives (Mandatory)

閣下參加本課程的目的及學習目標：\_\_\_\_\_

### 戊部 Part E: 留學安排 Study Abroad Arrangement

1. 學生簽證 Student Visa. 需要本所擔保學生簽證嗎？(註：除非申請者是香港身份證或工作簽證之持有人，否則一律需要辦理學生簽證，根據香港入境條例，單純旅遊免簽證身份未能合法在香港進修。 Need a student visa sponsored by CLC? (Note: all students must apply for a student visa unless applicant is a HKID or working visa holder. According to the HK Immigration Law, tourist visa exemption status alone is not allowed to study in Hong Kong.)

☐ 需要 (請填妥有關表格，見 <http://www.yccclc.cuhk.edu.hk/?v=admission> )

☐ 不需要 No

Yes (Please fill in and return relevant forms as stated in <http://www.yccclc.cuhk.edu.hk/?v=admission> )

2. 住宿安排 Accommodation. (Student visa sponsored applicants must fill in this section)

☐ I have already confirmed my accommodation in Hong Kong for my study period.

Address: \_\_\_\_\_ Monthly rental rate (HK\$): \_\_\_\_\_

☐ I have not confirmed my accommodation in Hong Kong for my study period. Monthly budget (HK\$): \_\_\_\_\_

請留意本所只能在夏季安排校內住宿，其他時間請學生自行安排校外住宿，本所未能提供住宿轉介服務。研習所有權拒絕需要學生簽證擔保、但持非合理住宿預算的申請者入學。Please note that CLC could only arrange on-campus accommodation in summer. For other time, please make your own arrangement off-campus. The Centre could not provide housing referral service. The Centre reserves the right to decline an admission whose visa is sponsored by the Centre and having unreasonable budget on accommodation.

參考網站 Reference web site: <http://www.yccclc.cuhk.edu.hk/?v=housing>

3. 機場接送 Airport transfer. 含收費 Extra charge needed

☐ 需要, 請給我資料 Yes, please send me information

☐ 不需要 No

### 己部 Part F: 聲明 Declaration

1. 本人聲明在此報名表格及隨附文件所載的資料,依本人所知均屬真確。

I declare that all information provided in this enrolment form and the attached documents are, to the best of my knowledge, accurate and complete.

2. 本人已詳閱「申請須知」並同意接受及遵守「申請須知」上及研習所最新公佈的規則。

I have already study the "Notes to Application" and consent that I will comply with all the Rules and Regulations stipulated by the Chinese Language Centre.

簽名

Signature: \_\_\_\_\_

日期

Date: \_\_\_\_\_

### 庚部 Part G: 其他 Others

從何得悉研習所課程資料? Where did you get the information about this programme? 請勾選(可作多項選擇) Please check the box. (More than one option is allowed)

- a) ☐ 研習所網頁 CLC homepage
- b) ☐ 搜尋器 (請註明) Search engine (name): \_\_\_\_\_
- c) ☐ 網頁連結 (請註明) Hyperlink in other website (name): \_\_\_\_\_
- d) ☐ 朋友 / 同事 / 父母 / 親友 Friends / Colleagues / Parents / Relatives
- e) ☐ 海報 / 小冊子 / 課程指南(派發地點) Poster / brochure / prospectus (location): \_\_\_\_\_
- f) ☐ 研習所所刊 (印刷或電子版本) "Language Matters" newsletter (email/print)
- g) ☐ 教育介紹所或 留學指南 (請註明) Education agent / Education directory (name): \_\_\_\_\_
- h) ☐ 報章及雜誌廣告 (請註明) Coverage in Magazine and Newspaper (name): \_\_\_\_\_
- i) ☐ 其他 (請註明) Others (Please specify): \_\_\_\_\_

你的僱主有否贊助你修讀本課程? Is your employer giving you financial support towards the programme you have applied for?

☐ 有 Yes → 贊助比率 Sponsored Percentage \_\_\_\_\_ ☐ 沒有 No

你是否希望於日後收到本所的課程資料? Do you wish to receive Chinese Language Centre Programme information in the future?

☐ 有(以電郵方式 by email) ☐ 否 No

其他意見 Other Opinions:

## 對外漢語 常規學歷課程 申請須知

## Notes to Application for Chinese as a Foreign/ Second Language REGULAR Award-bearing Programmes

詳細內容請參閱本所課程手冊；最後更新版本請參閱本所網頁。For details, please refer to CLC Prospectus. For the latest updates, please visit web site: [www.cuhk.edu.hk/clc](http://www.cuhk.edu.hk/clc)

### 1. 入學要求 Admission Requirements

(1) 學歷課程的最低入學要求是香港中學中五或同等程度 (2) 非香港居民須符合入境處要求申請學生簽證方能入學，詳情請參本所網頁 (3) 申請者若報讀非初級一課程或須參加插班測試，請按入本所網頁：主頁>[分班測試](#) 瀏覽分班指引。 (4) 本所保留一切收生的準則及權利，有權拒絕學員的申請。

(1) Minimum Hong Kong secondary five or equivalent level for award-bearing programmes. (2) Non-Hong Kong resident or non-working visa holder is required by law to apply student visa for all programmes. For details, please refer to CLC web site. (3) For those who apply for non Elementary I classes may be invited to complete a placement test. For placement guidelines please visit website: Home->[Placement](#). (4) The Centre reserves the full right of student admission and requirement, including the right of refusing a student's application.

### 2. 持續進修基金及其他資助之申請 (只適用於香港居民參加指定課程) Application for Continuing Education Fund (CEF) and Other Subsidy (applicable to HK residents studying prescribed courses)

欲申請持續進修基金之學生應在開課前最少十四天前報名並繳交所有費用，不論是新舊持續進修基金申請者均應詳閱基金官方網頁 [www.sfaa.gov.hk/cef/cnintro.htm](http://www.sfaa.gov.hk/cef/cnintro.htm)，並掌握好報名、公開試、遞交公開試成績等的行政限期，並維持每個受資助課程最少七成之出席率，本所恕不為學生之疏忽付上任何責任。另一方面，本所暫未能提供代辦申請報考公開試的服務，請學生自行辦理，考試詳情請查詢 CEF 網頁或向本所職員查詢。Those who wish to apply for CEF should apply for CLC courses and settle all payment 14 days before course commencement. Both new and current CEF applicants should study CEF official website in details in order not to miss admin deadlines like application, open examination and open examination result submission etc. At the same time, students have to maintain a minimum attendance rate of 70% on every reimbursable course. CLC will not be responsible for students' negligence in these matters. On the other hand, application for open exam through CLC is not available. Students should be responsible for applying on their own. For exam information, please refer to CEF web site or contact CLC staff.

### 3. 報名程序 Enrolment Procedures

填妥的報名表格必須連同所有有關資料副本 (如有註明) 及支票 / 銀行本票 (如有)，郵寄 (請於信封面上註明「報名表格」)，或於請辦公時間內交回辦事處，或電郵遞交。申請將於報名表格、所有有關資料副本 (如有註明) 及報名費 (如需要) 完整收妥後才獲處理。本所將於開課前通知申請人有關錄取結果，並於收到學費後發出收據予學員。如因郵遞失誤而遺失之收據，本所概不負責。若學員於開課前三天沒有收到收據，請致電報名組 3943 6727 或聯絡個別職員查詢。若要求額外的收據，本所將為每張額外發出的收款證明收取費用港幣五十元。Please complete the corresponding enrolment form and send copies of supporting documents (if specified) and cheque / bank draft (if any) to CLC in person, by mail (please mark "Enrolment Form" on the envelope) or by email. Application will be processed only upon full receipt of the completed enrolment form, copies of supporting documents (if specified) and payment of application fee (if required). CLC will notify applicants before the course commencement date. Receipt will be sent to applicants upon payment of tuition fee but CLC will not be responsible for any loss of receipt. If you do not receive the above 3 calendar days prior to course commencement, please check with CLC at 3943 6727 or the respective programme staff. There is an administrative charge of HK\$50 on every request for certification of receipt.

### 4. 海外申請者 Overseas applicants

本所可為修讀全日制課程的海外學生安排簽證、住宿及接機服務，請填妥有關表格。根據香港入境處條例，凡報讀本所課程均是香港身份證、工作簽證或學生簽證持有人。本所可為學生擔保學生簽證，惟須符合以下學分要求(全日制學生身份)方獲考慮。CLC helps overseas applicants for full-time programme on visa, accommodation and airport pick up arrangements. Please fill in the relevant section. According to the immigration law in Hong Kong, those who study CUHKCLC course must be either HKID, working visa or student visa holder. CUHKCLC can sponsor student visa for full time students whose minimum credits reached the following:

程度/ 課程/ 本所擔保學生簽證之每季最低學分要求 Level/ Programmes/ Min. credits required for visa sponsorship per semester	普通話 Putonghua	廣東話 Cantonese
第一至三級 Level 1-3	15 學分 credits	15 學分 credits
第四級或以上 Level 4 (adv. level) or above	12 學分 credits	12 學分 credits

### 5. 普通話及廣東話課程選擇 Putonghua and Cantonese Programme Options

本所不鼓勵學生同時修讀普通話及廣東話，除非其中一個方言比另一種程度高至少三級，否則學生在學習的過程將經歷嚴重的語言混淆。另一方面，第一至三級普通話常規課程只接受完整課程 (十五學分) 的申請，學生若未能修讀此學分數目請考慮本所的兼讀課程，網址 [www.cuhk.edu.hk/clc/e\\_ssp.htm](http://www.cuhk.edu.hk/clc/e_ssp.htm) CUHKCLC does not recommend students to study both Putonghua and Cantonese Programme at the same time unless one dialect is at least 3 levels higher than the other. Otherwise, students will experience severe language interference in the learning. Putonghua students intended for level one to three must study the full programme (15 credits) in order to get admitted. Those who cannot afford the study can consider Centre's part time programme. Website: [www.cuhk.edu.hk/clc/e\\_ssp.htm](http://www.cuhk.edu.hk/clc/e_ssp.htm)

### 6. 評核/豁免評核 (通過/ 合格)選擇 Option on Assessment/ no-assessment (Pass/ Fail)

本所大部份課程皆含學分或屬中大認可之學歷課程。閣下須參加考試並通過評核方能獲得學分及/或 中大發出之認可證書，評核可包括小測 (筆試或口試)、期末考試、導師評估及出席率，並在課堂上進行。本所將在學期結束後發期末成績表予參與評核的學生。另一方面，學生可選擇豁免評核，此決定不能中途更改，也沒有任何收費上之調整，本所將發「聽講證」予豁免評核並出席率達七成的學生。免考核之選擇不適用於本所擔保簽證之學生。

Most CLC courses are either credit-bearing or CUHK awarding-bearing course. Participating and passing the assessment is absolutely required if you want to get credit and/ or receive a recognized award-bearing certificate from CUHK. Assessment may include quiz (written/ oral), final exam, instructor's assessment and attendance, and all will take place during class. A grade report will be issued at the end of the course to those who participated in the assessment. On the other hand, you can opt for not taking part in any assessment. This decision, once made, cannot be changed mid-course, and there will be no adjustment in the fees. The Centre will issue a Certificate of Attendance to those opted no-assessment and whose attendance rate has reached at least 70%. The Pass/ Fail option is not applicable to students whose visa are sponsored by CUHKCLC.

需要學生簽證擔保的學生必須參加課程評核及不能選非學分修課模式，每位學生最多獲簽證擔保9個學期。Students seeking visa sponsorship from CLC cannot opt for not-for-credit study mode and have to attend assessment during the study. The maximum length of sponsorship allowed per student is nine school terms.

## 7. 班人數後備選擇 Class size alternatives

在偶爾的情況下，閣下所申請的班組未能達到人數之最低標準要求，本所可為學生特製小型班組，但在價格及上課節數上將有調整，申請時請在表格中表示閣下的意願，若有此情況發生閣下將收到通知。 You are asked to express your wish whether a smaller tailor made class is allowed in case standard minimum class size does not reached in some circumstances. There will be some adjustment in cost and/ or number of sessions. You will be informed of such a case if any.

## 8. 報名費、學費及按金 Application Fee, Tuition Fee and Deposit

報名費、學費及按金已載於網頁及有關課程之章程上。報名費及按金須於遞交報名表格時一併繳交，報名費恕不退還。申請人一經錄取後須全數繳付學費。如選用信用咭付款，申請人請於此報名表格乙部填寫所須繳付的報名費、學費及按金。學費將於申請人被錄取後才於信用咭過數。Application fee, tuition fee and deposit are listed in the web site and programme brochures. Application fee which is absolutely non-refundable together with deposit should be paid upon submission of enrolment form. Tuition fee should be paid in full upon admission. Applicants who choose to pay by credit card should complete the amount of application fee, tuition fee and deposit payable in Part B of this enrolment form. CLC will debit the tuition fee payable against your credit card account when admission is confirmed.

## 9. 繳費辦法 Payment Means

- i) 支票 / 銀行本票 Cheque / Bank Draft  
如用支票 / 銀行本票，請以「香港中文大學」名義抬頭，並加橫線，連同報名表格一併遞交。如報讀超過一類課程者，請分別填寫報名表格及開列支票 / 銀行本票背面寫上申請人姓名、香港身份證號碼及課程編號。如欲報讀課程已額滿或取消，本所將退回支票 / 銀行本票。為免因銀行結算而導至進一步延誤，如開課日期將至（例如少於三個工作天），申請人將不建議使用支票繳交費用。如支票不能兌現，有關申請人須於收到本所職員通知日起的三個工作天內親臨本所辦事處繳付學費，並須另行繳付五十元手續費。逾期辦理將不獲保留學額或取消上課資格。Crossed cheque / bank draft should be made payable to “The Chinese University of Hong Kong” and returned together with your enrolment form. Applicants who enroll for more than one type of course should issue a separate cheque / bank draft for each course. Please write the applicant’s name, HKID card no. and course code on the back of each cheque / bank draft. Cheque / bank draft will be returned if courses enrolled are full or cancelled. If you are making payment very close to course commencement (say less than 3 working days), you are advised against using cheque in view of further delay arising from bank clearance. If a cheque is rejected by bank, the applicant concerned will be required to pay the course fee and an administrative charge of HK\$50 within three working days upon receipt of notification from CLC. Failure to do so will result in cancellation of the enrolment or suspension from taking subsequent classes.
- ii) Visa 咭 / 萬事達咭（不適用於以外幣支付學費） Visa / Master card (not applicable to tuition fees paid in foreign currencies)  
請於報名表格上清楚填寫信用咭持有人姓名、信用咭編號、發咭銀行及有效日期。如信用咭繳費未能入賬，有關學員須於收到本所職員通知日起的三個工作天親臨本所辦事處繳付學費，並須另行繳付五十元手續費。逾期辦理將不獲保留學額或取消上課資格。Card holder’s name, card number, card issuing bank and expiry date should be completed clearly in the enrolment form. If the card payment is rejected by bank, student concerned will be required to pay the course fee and an administrative charge of HK\$50 within three working days upon receipt of notification from CLC. Failure to do so will result in cancellation of the enrolment or suspension from taking subsequent classes.
- iii) 銀行轉賬: 如使用銀行轉賬，請入賬到恆生銀行 293-005005-009。請連同報名表格一併遞交通知書副本，及分別填寫姓名，申報班別。請保留通知書正本，直到收到正式收據。留意本所需要確認銀行月結單後方可發出正式收據，需時較久。Bank Transfer: Deposit should be made to Hang Seng Bank 293-005005-009. Please return your “advice” copy together with your application form with your name and course enrolled written on both. Please keep the original copy of the advice until you receive an official receipt from us. Please note that it may take a while as CLC official receipt can only be issued after confirmation with monthly bank statement.

**備註：**申請人如未能獲本所確認被取錄前，本所不鼓勵申請人用現金繳交學費。待獲得本所通知取錄後，成功申請人須於三天內繳交學費，逾期辦理將不獲保留學額。Notes: Applicants are advised NOT to make payment by Cash before confirmation of acceptance by CLC. Successful applicants will be advised to pay the course fee within three working days upon notification from CLC. Failure to do so will result in cancellation of the enrolment.

## 10. 退款 Refund

於課程額滿、取消或於特殊情況下得到本所同意外，學員不論上課與否，已繳之學費恕不退還。退款將會以支票/ 本票形式寄交有關學員。如費用由信用卡支付，退款會發還付款的信用卡賬戶。如學員在收取「課程額滿 / 取消通知書」後五星期內仍未收到退款，請致電 3943 6727 與本所職員聯絡。Fees paid are not refundable regardless of whether students have attended classes or not. Fees paid are not refundable unless the enrolled course is full, cancelled or in exceptional circumstance subject to the approval of CLC. CLC will refund applicant concerned in form of cheque or bank draft. For those payment which is settled with credit card, the fee will be refunded via the given credit card account. If the applicant does not get the refund within 5 weeks after receiving the “Notification of Course Cancellation / Over-subscription”, please check with CLC staff at 3943 6727.

## 11. 課程更改 Course Changes

如報名人數不足，本所有權取消該課程，並於有需要時更改任何原定課程之導師、上課時間、地點及內容。CLC reserves the right to cancel a course if enrolment is insufficient and make alterations regarding instructors, class locations, class schedules and the content of courses if necessary.

## 12. 學生組合 Student Mix

學生可能來自不同國籍、年齡、宗教、個別兼讀或全日制課程與程度，學生不能提出異議及要求退款。本所將在開課前通知學生有關學生組合並保留一切編班的最終權利。CLC may arrange class mixing different nationalities, age, religious background and students may come from part time and full time courses of any level. Students should have no right to object and seek claim from CLC on such a decision. CLC shall keep students inform on the student mix before class and preserve the final right on class arrangement.

## 13. 特殊教育需要 Special Education Needs

若申請人或申請人的家長/監護人認為申請學生有特殊教育需要，請在提出課程申請時提供詳盡信息，讓本所評估是否能提供學習支援。If the applicant or the parents/guardians of the applicant consider that the applicant student may have special educational needs, please indicate as much information as possible at the time of application. The Centre will review whether the learning support can be provided.

## 14. 學生迎新 Student Orientation

新生將獲邀請參與迎新活動，舉辦日期通常在學季開始前一星期，成功報讀的學生將收到通知。New students will be invited to join an orientation usually held 1 week before the term starts. Successful applicants will be informed of the details.

## 15. 申請人資料收集聲明 Personal Data Collection Statement

申請人於報名表格所提供的個人資料，本所只會作處理報名或學生事務事宜。根據個人資料（私隱）條例，申請人有權查詢及更改其個人資料。申請人如欲更改其個人資料，須填妥「學員個人資料更改通知書」並交回本所，此表格可於本所網頁下載或傳真至 2603 5004 索取。The personal data provided on enrolment forms and used by CLC is only for purpose related to the processing of enrolment and student administration. Under the provision of the Personal Data (Privacy) Ordinance, applicants have 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 Amendment Notification" which can be downloaded from CLC web site or obtained by fax at 2603 5004.

## 16. 補充資料 Supplementary Information

個別課程所需之補充資料已註明於個別課程之章程（如有）。Supplementary Information required by individual programme is specified in the respective sections of the brochure (if any).

## 17. 報名及辦事處 Enrolment and Office

沙田 Shatin	
香港中文大學 雅禮中國語文研習所總辦事處 Yale-China Chinese Language Centre, The Chinese University of Hong Kong	
地址:	香港新界沙田香港中文大學方樹泉樓
Address:	Fong Shu Chuen Building, The Chinese University of Hong Kong, Shatin, N.T., Hong Kong SAR
電郵 E-mail:	clc@cuhk.edu.hk
電話號碼 Phone:	(852) 3943 6727
傳真號碼 Fax:	(852) 2603 5004
<u>辦公時間</u>	
週一至週五: 上午九時至下午五時半	
<u>Office hour</u>	
Monday to Friday: 9am-5:30pm	

(May 2020)