

## APPLICATION FOR CONTINUING STUDY ALLOWANCE 持續進修津貼申請表

### Guidance Notes

1. Applicant should submit the application form and introduction of the course to the departmental supervisor before the starting of course.
2. After the completion of course, please submit the reply slip with the invoice of the course to the Administrative & HR department.

### 申請須知

1. 有意申請進修津貼的員工，必須在開課前填妥此申請表，連同課程簡介等資料，遞交至所屬部門主管。
2. 完成課程後，請將"領取進修資助申請表"，連同課程正式收據交回人力資源及行政部以領取有關津貼金額。

### 第一部份：員工填寫

Reference No.:	
<b>Name (Chinese)</b> 員工姓名：(中)	<b>(English)</b> (英)
<b>Position (職位)：</b>	<b>Department (部門)：</b>
Name of the course 報讀課程名稱： _____	
Content of the course 課程內容簡介： _____ _____ _____	
Name of Organization 主辦機構： _____	
Starting Date 開課日期： _____	Completion Date 完成課程日期： _____
Course Type 上課形式： <input type="checkbox"/> Holiday 假期 <input type="checkbox"/> Day time (Office Hour) 日間(上班期間) <input type="checkbox"/> Night time 夜間	
Place 上課地點： _____	
Tuition Fee 學費金額： HK\$ _____	
Signature of Applicant (員工簽署)：	Date (日期)：

### Part 2 Fill in by Supervisor (第二部份：直屬主管填寫)

<input type="checkbox"/>	Recommend the applicant to attend the course. 推薦此員工申請持續進修津貼 Remarks (備注)：
<input type="checkbox"/>	Do not recommend the applicant to attend the course. 不推薦此員工申請持續進修津貼 Remarks (備注)：
Signature of Supervisor (直屬主管簽署)：	Signature of Department Head (部門主管簽署)：
Date (日期)：	Date (日期)：

## REPLY FOR THE APPLICATION OF CONTINUING STUDY ALLOWANCE

### 持續進修津貼申請之回覆

**Official Use Only (此部份由公司填寫)**

Reference No.:

To (致):

We acknowledge receipt of your application of Continuing Study Allowance dated \_\_\_\_\_, the name of the course is \_\_\_\_\_, we accept / reject your application. The details are as followed:

本公司於 \_\_\_\_\_ 年 月 日 收到閣下有關持續進修津貼之申請, 課程名稱爲 \_\_\_\_\_

現謹同意 / 不同意閣下的持續進修津貼申請, 細則如下:

- Allowance Amount (課程費用資助金額)
- 30% (Amount 金額: \_\_\_\_\_)
  - 40% (Amount 金額: \_\_\_\_\_)
  - 50% (Amount 金額: \_\_\_\_\_)
  - Full 全額資助 (Amount 金額: \_\_\_\_\_)

Forms of Allowance (資助形式)

- Prepaid by the Company 公司以預先繳付形式資助
- Reimburse after the completion of course

進修員工完成課程並取得證書後, 可向公司申請領取資助金額

The Continuing Study Allowance of HK\$ \_\_\_\_\_ was approved by \_\_\_\_\_. Start from the date of approval, if you want to terminate the employment within one year (i.e. before \_\_\_\_\_), you should repay the Company the exact amount of the allowance.

持續進修津貼金額共\$ \_\_\_\_\_ 已於 \_\_\_\_\_ 批核。由津貼批核日期起一年內(即於 \_\_\_\_\_ 前), 若員工單方面申請離職, 便須向公司繳回同等金額之進修津貼。

I, \_\_\_\_\_ agree and accept the terms of application.  
本人 \_\_\_\_\_ 已清楚了解並同意上述之進修津貼申請條

Signature of Applicant (員工簽署):

Date (日期):

Company Approval (公司批核):

Date (日期):

## REIMBURSEMENT CLAIM FORM

### 領取持續進修資助申請表

**Part 1 Fill in by Applicant (第一部份: 員工填寫)**

Reference No.:

Name (Chinese) 員工姓名: (中)		Name (English) (英)		
Position (職位):		Department (部門):		
Name of the course (報讀課程名稱):				
Date (修讀年期 / 學期)		Result (修讀結果)		Amount (課程費用)
From (由)	To (至)	Course (課程)	Pass/ Fail (合格 / 不合格)	
Signature of Applicant (員工簽署):			Date (日期):	

**Part 2 Official Use Only (第二部份: 公司填寫)**

To (致):

We accept / reject your application, the amount of allowance is HK\$ \_\_\_\_\_, it will paid by cheque or auto pay.

本公司接納 / 不接納閣下的持續進修津貼申請, 公司津貼金額爲HK\$ \_\_\_\_\_, 並以支票 / 自動過戶形式發放。

Signature of Applicant (員工簽署):

Signature of supervisor (部門主管簽署)

Company Approval (公司批核):

Date (日期):

Date (日期):

Date (日期):