

(For Official Use Only)

Date of receive : _____

Serial No. : _____

Claim Form

Grant for Programme Area Accreditation

Notes for Applicants

- Applicants who have successfully completed the Programme Area Accreditation exercise should complete this claim form for reimbursement of the accreditation fees under the Grant for Programme Area Accreditation (PAA Grant).
- Applicants should read the Guidance Notes for Grant for Programme Area Accreditation and Subsidy for QR Registration Fees carefully before submitting the claim form. (Copy of the guidance notes can be downloaded from the websites of QF: www.hkqf.gov.hk or QR: www.hkqr.gov.hk).
- Applicants should ensure that all parts in the form are fully completed and the information is accurate. The application will not be processed if the applicant fails to provide all the information requested.
- When submitting the claim form, the applicant should enclose a copy of the following documents:
 - Accreditation Report and Summary Statement of Accreditation Approval issued by the HKCAAVQ
 - Payment receipts of Accreditation Fees issued by the HKCAAVQ.
- The personal data provided in this form will be used by the Secretary for Education for processing application for the PAA Grant. It may be disclosed to officers within or outside the Education Bureau who are required to handle the PAA Grant.
- Applicants have the right to request access to or correction of personal data provided in this form in accordance with the provisions of the Personal Data (Privacy) Ordinance. Such requests may be made in writing to the Education Bureau.
- All correspondences should be addressed to the Further Education Division, Education Bureau at Room 1156, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Telephone no : 3540 7306, Fax no : 2899 2967).

Claim Form

Grant for Programme Area Accreditation

Part A Claim for the Grant for Programme Area Accreditation

I, _____ (name of representative), on behalf of _____ (name of organisation), hereby submit a claim for the Grant for Programme Area Accreditation for the following programme areas:

(Please use supplementary sheet if the space provided is insufficient)

Programme Area covered by the PAA exercise	Sub-area	QF Level	PAA Validity Period <i>(e.g. 01-06-2008 – 31-05-2010)</i>	Accreditation Fee (\$)	Amount Claimed (\$)

Part B Confirmation by Applicant

I hereby confirm that:

(Please tick where appropriate)

- The organisation which I represent is a non-profit making organisation. A copy of the letter from the Inland Revenue Department confirming exemption from tax has already been submitted to the Education Bureau on _____(date);
- The Programme Area Accreditation exercise for the programme areas listed in **Part A** is conducted by the HKCAAVQ for my organisation for the first time.

Part C Declaration and Undertaking

I, on behalf of, _____ (name of organisation), declare that all information given above is true and accurate and that if I wilfully give information which is false or which I do not believe to be true or if I withhold any material information, any PAA Grant approved will become void and any sums received by me or my organisation must be refunded to the Government immediately and that I or my organisation is to be responsible for all costs (whether directly or indirectly) incurred by the Government for the recovery of the PAA Grant.

I undertake that I and my organisation will provide information on the operation of the programmes upon request by the Education Bureau after receiving the PAA Grant.

Signature

Name of Representative

Post-title

Organisation Chop

Date
