

*(For Official Use Only)*

Date of receipt : \_\_\_\_\_

Serial No. : \_\_\_\_\_

## **Application Form**

### **Grant for Programme Area Accreditation**

#### **Notes for Applicants**

- Applicants who wish to apply for the Grant for Programme Area Accreditation (PAA Grant) should complete this application form.
- Applicants should read the Guidance Notes for Grant for Programme Area Accreditation carefully before submitting the application. Copy of the guidance notes can be downloaded from the websites of QF ([www.hkqf.gov.hk](http://www.hkqf.gov.hk)) or QR ([www.hkqr.gov.hk](http://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 application form, the applicant should enclose a copy of the following documents:
  - Accreditation Report and Summary Statement of Accreditation Approval issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ).
  - Payment receipts of Accreditation Fees issued by HKCAAVQ.
  - Documents certifying that the organisation is registered under the laws of Hong Kong.
  - A non-profit-making organisation should submit a copy of the letter of exemption from tax issued by the Inland Revenue Department confirming that it is an approved charitable institution or trust of a public character exempt from tax under the Inland Revenue Ordinance (Cap. 112).
- 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 Further Education Division, Education Bureau at 7/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Telephone no : 3509 7425, Fax no: 2899 2967).

## Application Form

### Grant for Programme Area Accreditation

#### Part A Particulars of Applicant

Name of Organisation

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

Correspondence Address \_\_\_\_\_

Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

Website (if applicable) \_\_\_\_\_

Name of Representative

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

E-mail Address \_\_\_\_\_

#### Part B Application for the Grant for Programme Area Accreditation

I, \_\_\_\_\_ (name of representative), on behalf of  
 \_\_\_\_\_ (name of organisation),  
 hereby submit an application for the Grant for Programme Area Accreditation for the Programme  
 Area Accreditation (PAA) / Periodic Review (PR)\* exercise listed below:

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

Programme Area covered by PAA / PR*exercise	QF Level	Validity Period (e.g. 01-06-2011 – 31-05-2016)	Accreditation Fee (\$)	Amount Claimed (\$)

\* Please delete where inapplicable

## Part C Confirmation by Applicant

I hereby confirm that:

*(Please tick where appropriate)*

- The PAA / PR\* exercise(s) listed in **Part B** is/are conducted by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications.
- The PAA / PR\* exercise(s) listed in **Part B** is/are successfully completed.
- The organisation which I represent is registered under the laws of Hong Kong. A copy of relevant registration certificate is attached.
- 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 is attached.

## Part D Declaration

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.

## Part E Undertaking

I undertake that I and my organisation will :

- (1) promote the qualifications and the relevant programmes as QF-recognised qualifications and the relevant programmes with QF logo<sup>1</sup> shown in all relevant promotion and publicity materials;
- (2) provide information on the operation of the relevant programmes upon request by EDB after receiving the PAA Grant; and
- (3) abide by any other terms and conditions which may be imposed by the Secretary for Education on the accreditation exercises and QF-recognised qualifications and the relevant programmes.

Signature

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Name of Representative

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Post-title

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Organisation Chop

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Date

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*\* Please delete where inapplicable*

Education Bureau  
December 2011

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<sup>1</sup> For details on the use of QF logo, please refer to the Guideline for the Use of QF Logo.