

Application Guidelines for Reimbursement Scheme of IELTS Test Fees to Students with Outstanding Scores

In order to encourage OUHK students to enhance their English language skills, and to have their language proficiency certified by a widely recognized English proficiency test before graduation, students with outstanding IELTS (International English Language Test System) scores are allowed to reimburse their test fees through this Scheme.

Eligibility

- Current OUHK full-time face-to-face undergraduate student at the time of:
 - sitting for the IELTS test (Academic); AND
 - applying for reimbursement of test fee.
- The overall band score of IELTS test result must be 6.0 or above, a threshold for Competent Users and the relevant results must be within the recommended validity period (i.e. within 2 years from the examination date).

Important Notes

- For students who enrolled in the course ENGL E205F (Course Title: Preparing for IELTS) or GEN E205F (Course Title: Essential Skills for IELTS), they **WILL** be eligible to apply for reimbursement if they are:
 - **NOT** approved for reimbursement under the Continuing Education Fund (CEF); or
 - **NOT** receiving full government grant or any other monetary subsidies which fully cover the test fee in the academic year they enrolled ENGL E205F / GEN E205F.
- Each student is entitled to reimburse ONCE ONLY for IELTS test fee throughout his/her studies at OUHK.

Application Submission

- The applicant should submit the following documents to SAO counter in person:
 - Completed, duly signed application form, downloadable from SAO website;
 - One ORIGINAL and ONE COPY of official IELTS Test Report Form (the original Form will be returned to the applicant immediately after checking).

***Updated in May 2020** Due to the current situation, apart from submission by hand, applications (with attachment of scanned copy of official IELTS Test Report Form) via email to career@ouhk.edu.hk from a valid OUHK student email account are temporarily accepted. Please note that sample check may be taken place on*

the applications received when necessary.

- The applications for the reimbursement of IELTS test fee are accepted all year round for eligible students.

Reimbursement Arrangement

- The IELTS test fee can be fully reimbursed if the application has fulfilled all the criteria listed above after duly checked. The reimbursement amount is equivalent to the prevailing IELTS test fee (fee for sessions from 1 September 2017 to 31 March 2019 is HK\$2,010; fee for session from 1 April 2019 to 6 April 2020 is HK\$2,090; fee for session from 7 April onwards is HK\$2,150).
- Reimbursement will be arranged by batch every season (i.e. January, April, July, and October). The cut-off dates of application for each batch are listed as below:

| Application Submitted on or before | Reimbursement Made (Estimated) |
|------------------------------------|--------------------------------|
| 28 February | April |
| 31 May | July |
| 31 August | October |
| 30 November | January |

The successful applicant will be notified by email individually to collect the cheque when the reimbursement is ready.

- If a student has completed IELTS test outside Hong Kong and paid the test fee in foreign currency, he/she will be entitled to reimburse to the amount equivalent to the prevailing test fee in Hong Kong as listed above.

Frequently Asked Questions:

1. Can I apply for this Scheme if I can only obtain half government grant in the academic year I enrolled ENGL E205F?

Answer: Yes, you can still apply for this Scheme. You are eligible to apply for this Scheme, no matter how much percentage government grant you obtained, as long as it is not a full grant.

2. Can I apply for reimbursement if I have taken IELTS test last year before the Scheme is launched?

Answer: Yes, you can apply for this Scheme as long as you are OUHK full-time face-to-face undergraduate student at the time of sitting for the IELTS test and

applying for this Scheme. The test result must also be within the recommended validity period (i.e. within 2 years from the examination date).