

Notice to Students

School Reopening

- The academic year 2011-2012 starts on 7 September 2011 (Wednesday). Teaching will begin on 8 September 2011.
- The first school day is reserved for New Academic Year Orientation and Class Mentor's time. The school hours for 7 September 2011 are as follows:

Class	School Hours for 7 September
HDBS1-3, ADA, PDA, PDBA, PDMM and S7	8.15 am – 11.30 am
DBA1-3	1.15 pm – 4.30 pm

Note: Please report to 7/F Hall on time.

- For academic calendar, class allocation and class timetable, please click the links below:

Academic Calendar 2011-2012 (http://www.shccc.edu.hk/PDF/Calendar/Calendar_1112.pdf)

Class Allocation 2011-2012 (http://www.shccc.edu.hk/PDF/Class_Allocation_1112.pdf)

Class Timetable 2011-2012 (Coming Soon)

Booklist for 2011-2012

- All books can be ordered through the College. Please consult your Class Mentor on 7 September.
- For details about the required textbooks, please click the link below:

Booklist 2011-2012 (http://www.shccc.edu.hk/PDF/booklist/booklist_1112.pdf)

School Uniform

- All students should wear uniform on all school days. The complete set of uniform consists of:
 - Dark blue blazer (must be worn at all important College functions)
 - Dark blue or black cardigan (when the weather is cool)
 - Short-sleeved or long-sleeved blouse (pink for DBA1-3 and light blue for all other classes)
 - Dark blue skirt (not shorter than four fingers above the knee)
 - Black one-inch heeled shoes of ladylike design
 - Skin-coloured stockings

- Address of uniform supplier (Victoria Uniform):

G/F, 96 Jervois Street, Sheung Wan, Hong Kong 香港上環蘇杭街 96 號地下

(Near to Sheung Wan MTR Station Exit A2)

Tel: 2815 2673

Business Hour: Monday - Sunday; 10 am – 7 pm (Closed on Labour Holidays)

Scholarships and Financial Aid

- **For students studying Higher Diploma in Business Studies (HDBS):**
 - Financial Assistance Scheme for Post-secondary Students (FASP) 專上學生資助計劃
 - Student Travel Subsidy for Tertiary or Post-secondary students (STSPS) 專上學生車船津貼計劃
 - Non-means Tested Loan Scheme for Post-secondary Students (NLSPS) 專上學生免入息審查貸款計劃
 - MTR Student Travel Scheme 地鐵學生乘車優惠計劃

- **For students studying Diploma, Advanced Diploma or Professional Diploma programme (i.e. DBA, ADA, PDA, PDBA and PDMM):**
 - Student Travel Subsidy (STS) 學生車船津貼計劃
 - Non-means-tested Loans (NLS) 免入息審查貸款計劃
 - Continuing Education Fund (CEF) 持續進修基金計劃
 - MTR Student Travel Scheme 地鐵學生乘車優惠計劃

- **For students studying Secondary 7:**
 - Student Travel Subsidy (STS) 學生車船津貼計劃
 - Subsidy Scheme for Internet Access Charges 上網費津貼計劃
 - Examination Fee Remission Scheme 考試費減免計劃
 - Government Matriculation Maintenance Grants (GMMG) 政府大學預科生活津貼
 - Grantham Scholarships Fund - Grantham Maintenance Grants 葛量洪獎學基金-葛量洪生活津貼
 - Sir Edward Youde Memorial Fund Scholarship Schemes 尤德爵士紀念基金- 獎學金計劃
 - MTR Student Travel Scheme 地鐵學生乘車優惠計劃

Details of the above could be obtained from the SFAA website (<http://www.info.gov.hk/sfaa>)

Further information will be announced on 7 September 2011 and via the College website.

Reminder on Continuing Education Fund (CEF) Application

Students who are eligible for the application of CEF but have not yet submitted any applications before can obtain the application form (SFAA 192) from District Offices, Office of the Continuing Education Fund (OCEF) and also from this website: <http://www.sfaa.gov.hk/cef/intro.htm>.

Completed application form should be first submitted to the College General Office for verifying information and obtain certification from the College on or before **31 August 2011**.

The completed form with College certification should then be submitted to the OCEF before the commencement date of the course/ programme applied, together with a photocopy of the applicant's HK Smart ID card either in person or by post to: *The Office of the Continuing Education Fund, Room 916, 9/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung, N.T.*

Applicants may also place their completed applications in the drop-in box on *12/F, Cheung Sha Wan Government Offices*.

Please note the following when completing **Part B** of the application form:

- (1) Name of Institution/ Course Provider: **Sacred Heart Canossian College of Commerce**
- (2) CEF Institution Code: **515**
- (3) Eligible Courses/ Programme & the Actual Tuition Fees Paid

Class	CEF Course Name	CEF Course Code	Actual Tuition Fees paid
DBA	English for Business – Level 2	24Z035302	HK\$500
PDBA/ PDMM	English for Business – Level 3	24Z035310	HK\$600
ADA	Advanced Diploma in Accounting	23F005068	HK\$3,229

- (4) Course Commencement Date: 8 September 2011

For any enquiries, please contact Ms Wendy Au at 2522 8290. Detailed information regarding the CEF could be obtained from the website of OCEF: <http://www.sfaa.gov.hk/cef/>