

# DIPLOMA IN ACCOUNTING AND FINANCE

## INFORMATION FOR ADMISSION

September 2016 Intake

(DAF-22713-2016-1)

### 1. IMPORTANT DATES

Deadline for Application: 19 August 2016

Programme Commencement: 7 September 2016

### 2. APPLICATION PROCEDURES

1. Please refer to the brochure before filling the Application Form.
2. Return the completed Application Form, together with a crossed cheque of Tuition Fee (HKMA Member:HK\$3,800 per module; Non-member:HK\$4,000 per module X 3 modules) and non-refundable Application Fee HK\$200 made payable to "The Hong Kong Management Association" to The Director, International Programs, UWE, c/o The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong before the deadline for application.
3. Please write your FULL NAME and HKID Card No. on the back of the cheque.
4.
  - i. Two (2) sets of duly completed Application Form for the HKMA Diploma in Accounting and Finance programme. (One original set and one set of photocopy).
  - ii. Two (2) sets of photocopies of all certificates of educational qualifications mentioned in the Application Form, including a full transcript with grades for relevant level qualification
  - iii. One (1) passport sized photograph with full name and HKID number written at the back.
  - iv. Documentary proof of proficiency in English, where applicable, e.g. Result slip of IELTS with overall band score at 6.0 or above.
  - v. 1 copy of HK Identity card.

### 3. PAYMENT

1. An acknowledgement of receipt will be issued against payment. No post-dated cheque will be accepted. Your cheque will be banked in at anytime without prior notice.

#### Fees - payable by 2 instalments

Tuition Fee (whole programme)	Term One 1 <sup>st</sup> instalment + application fee (due 14 working days before term commencement)	Term Two 2 <sup>nd</sup> instalment (due 14 working days before term commencement)
HK\$3,800 X 6 modules = HK\$22,800 (HKMA Members)	HK\$11,400 (3 modules) (HKMA Members)	HK\$11,400 (3 modules) (HKMA Members)
or	or	or
HK\$4,000 X 6 modules = HK\$24,000 (Non Members)	HK\$12,000 (3 modules) (Non Members)	HK\$12,000 (3 modules) (Non Members)

FEE:  \*HKMA Member **HK\$11,600** (HK\$3,800 x 3 + HK\$200) HKMA Membership No. \_\_\_\_\_  
 I would like to apply as HKMA Associate Member and pay in member rate  
**HK\$12,090** (HK\$11,600 + HK\$490 (Full year membership fee: January - December 2015))  
Is the Referee a Member of the HKMA? Yes  No   
 Non-member **HK\$12,200** (HK\$4,000 x 3 + HK\$200)  
Cheque No.: \_\_\_\_\_ Account Name: \_\_\_\_\_ Total Amount: HK\$ \_\_\_\_\_

2. Return the completed form, with the
  - i. **Tuition Fee** HK\$11,400 (HKMA Members) or HK\$12,000 (Non members) for the 1st instalment,
  - ii. Non-refundable Application Fee (HK\$200) and HKMA Membership Fee(HK\$490), if applicable no later than **(19 August 2016)** to the Programme Secretariat, The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
3. Refund
  - 90% of the tuition fee (less non-refundable application fee) will be refunded upon written withdrawal requests received by the Programme Secretariat at least 7 working days before first day of the programme. Thereafter no refund will be made.
  - Full refund less the non-refundable application fee will be made for those applicants whose applications have not been successful.

### 4. NOTES OF APPLICANTS

1. Enrolment in respective classes will be accepted on a first-come, first-served basis. Late applications may only be accepted subject to seats availability.
2. Not all modules will be offered at each centre and the Secretariat reserves the right to make alterations regarding the details, such as dates, time and venues of the courses offered. Applicants will be notified when necessary.
3. Personal data will be used for the purpose of market research, programme development and direct mailing. In the case of unsuccessful applications or course cancellation, all application forms and documents submitted will be destroyed.
4. The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

### 5. LOCAL PROGRAMME SECRETARIAT

The Hong Kong Management Association  
16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong  
Tel: 2774 8517 / 2774 8504 Email: christinechoy@hkma.org.hk

Website: www.hkma.org.hk/daf

# DIPLOMA IN ACCOUNTING AND FINANCE

## FIRST TERM TENTATIVE TIMETABLE

Modules	Days & Time
Fundamentals of Accounting 1	<u>Wednesdays 7:00pm - 10:00pm</u>  <u>Saturdays 2:00pm - 10:00pm</u>
Economic Principles in a Contemporary Context	<u>Wednesdays 7:00pm - 10:00pm</u>  <u>Saturdays 2:00pm - 10:00pm</u>
Becoming an Accounting & Finance Professional	<u>Wednesdays 7:00pm - 10:00pm</u>  <u>Saturdays 2:00pm - 10:00pm</u>

### VENUE

South Seas Centre  
Tsim Sha Tsui East  
KOWLOON

# DIPLOMA IN ACCOUNTING AND FINANCE

## APPLICATION FORM FOR APPLICANTS

### 1. PERSONAL DETAILS

Name:  Mr  Ms  Mrs \_\_\_\_\_  
(Surname) (Other Name) (Chinese)

HKID Card No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: No. (Office) \_\_\_\_\_ Tel No. (Residence): \_\_\_\_\_ (Mobile): \_\_\_\_\_ Co. Fax No.: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Nature of Business (e.g. Banking), please specify: \_\_\_\_\_

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

Cheque Number: \_\_\_\_\_ Cheque Amount: HK\$ \_\_\_\_\_ Sponsored by:  Self  Company

Name & Title of Nominator (If applicable): \_\_\_\_\_

Nominator email / address: \_\_\_\_\_

### 2. EDUCATION BACKGROUND

If there is insufficient space, please give details on a separate sheet and attach it to this application form.  
Please submit 2 sets of copies of the certificates and academic transcripts of the courses you have completed or are currently enrolled. All documents should be translated into English.

2.1 EDUCATION LEVEL  Master or above  Bachelor  HKMA Diploma  Other Diploma  
 Matriculation  Secondary  Others (Please specify) \_\_\_\_\_

2.2 ACADEMIC QUALIFICATIONS (start with the latest and work backwards)

Awarding Institution	Title of Qualification	Period of Study (from to)	Completed (Yes/No)

2.3 PROFESSIONAL QUALIFICATIONS (start with the latest and work backwards)

Awarding Institution	Title of Qualification	Period of Study (from to)	Completed (Yes/No)

### 3. ENGLISH LANGUAGE PROFICIENCY

Types of Qualification	Test Date	Test Score (Please attach a copy of your result certificate)
	(MM/YY)	
International English Language Testing System (IELTS)		
Test of English as a Foreign Language (TOEFL)		
Others, please specify		

If English was the language of instruction of your previous education, please provide the details:

Name of Institution	Level of Study (e.g. Diploma, Higher Diploma, Associate Degree)	Period of study (from to)

**4. WORK HISTORY** (start with present position and work backwards)

4.1 List all relevant work experience:

If there is insufficient space, please give details on a separate sheet and attach it to this application form.

Name of Employer	Job Title	Duties and Responsibilities	Dates of Employment (from to) (mm/yy - mm/yy)

4.2 Total Years of Work Experience: \_\_\_\_\_

**5. OTHERS**

5.1 From where did you FIRST learn about this Programme?

- HKMA Email     Mail     Newspaper/Magazine (please specify): \_\_\_\_\_
- E-mail Promotion from other websites (please specify): \_\_\_\_\_  Website Advertisement (please specify): \_\_\_\_\_
- Search Engine (please specify): \_\_\_\_\_  Social Media (please specify): \_\_\_\_\_
- HKMA Website (Where did you find this information): \_\_\_\_\_
- MTR Station (please specify) \_\_\_\_\_ Exhibitor:  Jobmarket Career & Education (EJEX  Others (please specify): \_\_\_\_\_

5.2 Have you attended the Information Session?     Yes     No

5.3 Are you HKMA Member?     Yes     No

5.4 Which factors most affected your decision to apply to this course?

- Recommendation     Location     Course     Price     Other \_\_\_\_\_

**6. DECLARATION**

**NOTES**

1. I shall comply with The Hong Kong Management Association (HKMA) Privacy Policy Statement, the Hong Kong Personal Data (Privacy) Ordinance (Cap.486) and other related regulations which will be changed from time to time. I declare that the data given in support of this application are, to the best of my knowledge, true, accurate and complete. I understand that the data will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
2. I authorize the HKMA to obtain, and the relevant authority to release any information about my studies in institutions in Hong Kong and/or overseas.
3. I understand that, upon my registration in the programme, the data will become part of my student record and may be used and processed for all lawful purposes relating to my academic and/or non-academic activities in accordance with the established policy of the HKMA and the Hong Kong Personal Data (Privacy) Ordinance (Cap.486).
4. I authorize the HKMA to use my data to carry out checks on my academic status, including but not limited to multiple admission applications and records of previous studies.
5. I expressly consent that the personal data will be used for the HKMA administrative, academic, research, statistical, alumni activities and prescribed purposes as allowed by HKMA and the laws of Hong Kong from time to time.

**DECLARATION**

I authorize the HKMA to use my data to keep me informed of any direct marketing information including training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.

- I consent.                                     I do not consent.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please note:**

- Admission to course is competitive. This application is not an enrolment form, nor does it guarantee admission.
- The HKMA support the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.
- The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars without prior notice.

<b>PLEASE NOTE</b>
An incomplete application will delay processing