

Professional Diploma in Accountancy

APPLICATION INFORMATION FOR NEW APPLICANTS (2010-1/NS)

A. Application Procedures

1. Since the programme is recognized by IFA UK, applicants must register with the Institute of Financial Accountants in Hong Kong as a student member via HKMA as they enrol into this Diploma Course.
2. **Return the completed IFA Student Registration Form together with a bank draft (£35) in favour of The Institute of Financial Accountants for the attention of The Hong Kong Management Association. Please write your FULL Name on the back of the bank draft.**
3. Return the completed programme enrolment form, together with a crossed cheque in favour of The Hong Kong Management Association for First Instalment (HKMA Member: HK\$710 per module; Non-member: HK\$745 per module, Application Fee: HK200). Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
4. Please provide 2 recent photographs for student identity card, size 2.5 cm x 3.8 cm (1" x 1.5")
5. Please attach one set of photo-copies of all the certificates of educational qualifications mentioned in the Application Form.
6. All application should be returned to The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
7. Applicants may enroll the programme online, please visit the HKMA Website at www.hkma.org.hk/pd/pda

B. Refund of Course Fee

1. Full refund less the HK\$200 application fee and the HK\$440 HKMA annual membership fee (if applicable) will be made for written withdrawal requests received prior to 31 March 2010 by the PDA Secretariat.
2. Refund of module fee less the HK\$200 cancellation charge per module, plus the HK\$200 application fee and the HK\$440 HKMA annual membership fee (if applicable) will be made for written withdrawal requests received before 7 April 2010. Thereafter no refund will be made.

C. Reimbursable by Continuing Education Fund (CEF)

Name of Institution: HKMA Institution Code: 300 CEF Course Code: 23Z01728-A
CEF Course Title: Personal and Business Taxation, Law for Accountants, Financial Management
(Modules of Professional Diploma in Accountancy)

These three modules have been included to be reimbursable under the CEF. Participants MUST submit their CEF applications directly to the Office of the CEF before the commencement of the programme. For details, please visit the website: <http://www.info.gov.hk/sfaa/cef> or contact the CEF enquiry hotline: 3142 2277.

D. Schedule

First Term 14 April - 22 October 2010
 Second Term 24 November 2010 - May 2011

Application Deadline

Wednesday, 31 March 2010

Class & Examination Venue

HKMA Li Ka-shing College of
 Professional & Continuing Education
 8 Hoi Wang Road Mongkok (West) KOWLOON

Modules	Dates & Time	Examination
Law for Accountants (PDA-23110-2010-1-L) 	Wednesdays 14, 21, 28 Apr; 5, 12, 19, 26 May; 2, 9, 23 June 2010 (7:00 pm - 10:00 pm)	Wednesday 7 Jul 2010 7 pm -10 pm
Personal and Business Taxation (PDA-25109-2010-1-L) 	Fridays 16, 23, 30 Apr; 7, 14, 28 May; 4, 11, 18, 25 Jun 2010 (7:00 pm - 10:00 pm)	Friday 9 Jul 2010 7 pm -10 pm
Financial Accounting (PDA-23111-2010-2-L)	Wednesdays 21, 28 Jul; 4, 11, 18, 25 Aug; 1, 8, 15, 29 Sept 2010 (7:00 pm - 10:00 pm)	Wednesday 20 Oct 2010 7 pm -10 pm
Management Accounting (PDA-25102-2010-2-L)	Fridays 23, 30 July; 6, 13, 20, 27 Aug; 3, 10, 17, 24 Sept 2010 (7:00 pm - 10:00 pm)	Friday 22 Oct 2010 7 pm -10 pm

E. Notes for Applicants

1. 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.
2. Personal data will be used for the purpose of market research, programme development and direct mailing.
3. The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

