

Professional Diploma in Hospitality Management (PDHM – 29th Intake)

2ND TERM ENROLMENT INFORMATION FOR OLD PARTICIPANTS (PDHM-20172/OS)

A. Enrolment Procedures

1. Please refer to the time-table before completing the Enrolment Form.
2. Return the completed form(s), together with a crossed cheque in favour of The Hong Kong Management Association for First Instalment: HK\$2,980 (HK\$2,980 x 4 modules / 4 instalments) no later than 8 August 2017.
3. Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
4. A receipt will be issued against payment.

B. Application for Exemption

A completed application form, together with copies of testimonials such as certificates and transcripts, must be submitted to the Secretariat before the course commencement date. An exemption fee of HK\$250 per module will be charged. Applicants will not be accepted after the course has commenced.

C. Refund of Module Fee

1. Full refund will be made for written withdrawal requests received prior to 8 August 2017 by the PDHM Secretariat.
2. Refund of module fee less the HK\$200 cancellation charge per module will be made for written withdrawal requests received before 15 August 2017. Thereafter no refund will be made.

D. Commencement Date

Tuesday, 22 August 2017

Application Deadline

8 August 2017

E. Deferment

Deferment will only be allowed under special circumstances before the commencement date with a handling fee of HK\$100 per module. After the commencement of the term, NO DEFERMENT will be allowed.

F. Notes for Applicants

1. As "Management Report" constitutes one module, enrolment in the "Management Report" requires the standard module fee HK\$2,980.
2. 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.
3. Upon enrolment in a module, except Management Report, the participant will receive a course manual which will be distributed in class.
4. There will be a briefing session by the Report Supervisor for those who have enrolled in the "Management Report". The session will cover in detail the logical sequence of a Management Report and be illustrated with examples.
5. Personal data will be used for the purpose of market research, programme development and direct mailing.
6. The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

PDHM Secretariat:

Tel: 2774-8578

Fax: 2365-1000

Website: <http://www.hkma.org.hk>

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SECOND TERM TIME-TABLE

22 August – 5 February 2018

MODULE	TIME	DATE	VENUE
Catering Management (PDHM-42105-2017-2-L)	7:00 pm - 10:00 pm	<u>Tuesdays</u> 22, 29 August; 12, 19, 26 September; 10, 17, 24, 31 October; 7 November 2017	HKMA Li Ka-shing College of Professional & Continuing Education 8 Hoi Wang Road Mongkok (West) KOWLOON
Service Management for Hospitality Industry (PDHM-44104-2017-2-L)	7:00 pm - 10:00 pm	<u>Thursdays</u> 24, 31 August; 7, 14, 21, 28 September; 12, 19, 26 October; 2 November 2017	
Hospitality Finance (PDHM-41106-2017-2-L)	7:00 pm - 10:00 pm	<u>Mondays</u> 6, 13, 20, 27 November; 4, 11, 18 December 2017; 8, 15, 22 January 2018	
Management Report (PDHM-40007-2017-2-L)	7:00 pm - 9:00 pm	<u>Monday</u> 23 October 2017	

EXAMINATION

MODULE	DATE	TIME	VENUE
Catering Management (PDHM-42105-2017-2-L)	21 November 2017 (Tuesday)	7:00 pm - 9:00 pm	HKMA Li Ka-shing College of Professional & Continuing Education 8 Hoi Wang Road Mongkok (West) KOWLOON
Service Management for Hospitality Industry (PDHM-44104-2017-2-L)	16 November 2017 (Thursday)		
Hospitality Finance (PDHM-41106-2017-2-L)	5 February 2018 (Monday)		

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2nd TERM ENROLMENT FORM FOR OLD PARTICIPANTS (PDHM-20172/OS)

(Please type or write in block letters)

Name: Mr/Ms _____
(Surname) (Other Names) (Chinese Name)

HKID No.: _____ Student No.: _____ (Please refer to student card)

Company: _____

Company Address: _____

Company Tel No.: _____ Fax No. (Office): _____

Pager No./Mobile Phone No.: _____ E-mail Address: _____

Nature of Business: _____

Present Position: _____ No. of Years: _____

Home Address: _____

_____ Tel No.: _____

Mailing Address: Company Home

Module(s) Applied for Exemptions _____

Sponsored By (Please tick) Self Company

Nominator email/address: _____

FEE FOR EACH MODULE HK\$2,980 – payable by 4 instalments

For the **First Instalment: HK\$2,980** (HK\$2,980 x 4 modules / 4 instalments)

Total Amount: _____ Cheque No.: _____ Account Name: _____

DATE: _____ SIGNATURE: _____

N.B. Please fill in all items to avoid delay. Incomplete application forms will not be processed.

Please fill in the following in block letters if you have changed your correspondence address:

New Home/Company Mailing Address:

New Home/Company Tel No.: _____ Fax No.: _____

For Office Use Only

41101L, 44102L, 43103L, 40007L