

**Professional Diploma in Hospitality Management
(PDHM - 17th Intake)**



APPLICATION INFORMATION FOR NEW APPLICANTS (PDHM-20111/NS)
新生申請資料

A. Application Procedures

1. Return the completed 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: HK\$200). Please write your **FULL NAME** and **HKID CARD NO.** on the back of the cheque.
2. **Please provide 2 recent photographs for student identity card, size 2.5 cm x 3.8 cm (1" x 1.5").**
3. Please attach one set of photo-copies of all the certificates of educational qualifications mentioned in the Application Form.
4. All application should be returned to (by mail or in person): The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
5. **In case of application overflow, availability of places on first-come first-served upon receipt of module and application fees.**

B. Refund of Course Fee

1. Full refund less the HK\$200 application fee and the HK\$440 HKMA whole-year membership fee for 2011 (if applicable) will be made for written withdrawal requests received prior to 8 February 2011 by the PDHM 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 whole-year membership fee for 2011 (if applicable) will be made for written withdrawal requests received before 15 February 2011. Thereafter no refund will be made.

C. Schedule

First Term	22 February - 17 May 2011 (Tue, Thur)
Second Term	June - August 2011 (Tue, Thur)
Third Term	September - December 2011 (Tue, Thur)

Application Deadline

Tuesday, 8 February 2011
(First-come, First-served basis)

Class & Examination Venue

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

First Term	Date	Examination
Introduction and HRM in Hospitality Industry (PDHM-42101-2011-1-L) 7:00 pm - 10:00 pm	Tuesdays 22 February; 1, 8, 15, 22, 29 May; 12, 19, 26 April; 3 May 2011	Tuesday 17 May 2011 7 - 9 pm
Events Management (PDHM-44102-2011-1-L) 7:00 pm - 10:00 pm	Thursdays 24 February; 3, 10, 17, 24, 31 March; 7, 14, 21, 28 April 2011	Thursday 12 May 2011 7 - 9 pm



D. 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.

