

## Professional Diploma in Property & Facilities Management (PDPF – 23rd Intake)

### 2ND TERM ENROLMENT INFORMATION FOR OLD PARTICIPANTS (PDPF-20085/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 Module Fee (HKMA Member: HK\$2,850 per module; Non-member: HK\$2,980 per module) no later than 5 November 2008.
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. Applications will not be accepted after the course has commenced.

#### C. Refund of Module Fee

Refund of module fee will only be made for written withdrawal requests received by the PDPF Secretariat before 5 November 2008. A handling fee of HK\$200 per module will be charged for written withdrawal requests received before 12 November 2008. Thereafter no refund will be made.

#### D. Commencement Date

Wednesday, 19 November 2008

#### Application Deadline

Wednesday, 5 November 2008

#### 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. Enrolment in respective classes will be accepted on a FIRST COME FIRST SERVED BASIS.
2. All parts of the course should be completed in sequence.
3. The Secretariat reserves the right to make alterations regarding the details such as lecturers, context, dates, time and venues of the course(s) offered. Applicants will be notified when necessary.
4. Upon enrolment in a module, the participant will receive a course manual which will be distributed in class.
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.

## Professional Diploma in Property & Facilities Management (PDPF)

### 2ND TERM ENROLMENT FORM FOR OLD PARTICIPANTS (PDPF-20085/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

FEE:  \* HKMA Member (HK\$2,850 x 2 = HK\$5,700) HKMA Membership No. \_\_\_\_\_

I would like to apply as HKMA Associate Member and pay in member rate  
(HK\$5,700 + HK\$400 (whole-year membership fee: November 2008 to December 2009) = HK\$6,100)

Following is my referee's information: (For the reference of the Membership Department)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Is the Referee a Member of the HKMA? Yes  No

Non-member (HK\$2,980 x 2 = HK\$5,960)

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.: \_\_\_\_\_

\* Participants enrolling in module(s) / programme(s) commencing next year can enjoy the member rate only if they continue to subscribe for the HKMA membership the following year.

For Office Use Only  
41103W, 43104W

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**SECOND TERM TIME-TABLE**

**19 November 2008 – 25 February 2009**

<b>MODULE</b>	<b>TIME</b>	<b>DATE</b>	<b>VENUE</b>
PDPF-41103-2008-5-W Property Management Practices (2) - Operations and QA Aspects	7:00 pm - 10:00 pm	<u>Mondays</u> 24 November; 1, 8, 15, 22, 29 December 2008; 5, 12, 19 January; (no class on 26 January) 2 February 2009	Johnson Electric Management Development Centre The Hong Kong Management Association 3/F Management House 26 Canal Road West Wanchai HONG KONG
PDPF-43104-2008-5-W Building Technology	7:00 pm - 10:00 pm	<u>Wednesdays</u> 19, 26 November; 3, 10, 17 December 2008; (no class on 24, 31 December) 7, 14, 21 January; (no class on 28 January) 4, 11 February 2009	

**EXAMINATION**

<b>MODULE</b>	<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>
Property Management Practices (2) - Operations and QA Aspects	16 February 2009 (Monday)	7:00 pm - 9:00 pm	Johnson Electric Management Development Centre The Hong Kong Management Association 3/F Management House 26 Canal Road West Wanchai HONG KONG
Building Technology	25 February 2009 (Wednesday)		