

## Professional Diploma in Property & Facilities Management (PDPF – 52<sup>nd</sup> Intake)

### 2RD TERM ENROLMENT INFORMATION FOR CURRENT PARTICIPANTS (PDPF-20192/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 15 July 2019.
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

1. Full refund less the HK\$245 HKMA half-year membership fee for 2019 (if applicable) will be made for written withdrawal requests received prior to 15 July 2019 by the PDPF Secretariat.
2. Refund of module fee less the HK\$200 cancellation charge per module and the HK\$245 HKMA half-year membership fee for 2019 (if applicable) will be made for written withdrawal requests received before 15 July 2019. Thereafter no refund will be made.

#### D. Commencement Date

Monday, 29 July 2019

#### Application Deadline

Monday, 22 July 2019

#### E. Deferment

Deferment after the commencement date will be allowed under special circumstances with a handling fee of HK\$100 per module.

#### F. Notes for Applicants

1. All parts of the course should be completed in sequence.
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, the participant will receive a course manual which will be distributed in class.
4. Personal data will be used for the purpose of market research, programme development and direct mailing.
5. The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

PDPF Secretariat:

Tel: 2774-8546

Fax: 2365-1000

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

## Professional Diploma in Property & Facilities Management (PDPF – 52<sup>nd</sup> Intake)

### 2<sup>nd</sup> TERM TIME-TABLE

29 July 2019 – 4 December 2019

MODULE	DATE & TIME	VENUE
Building Technology (PDPF-45104-2019-2-L)	<u>Mondays</u> 2019 29 July; 5, 12, 19, 26 August; 2, 9, 16, 23, 30 September  7 pm – 10 pm	HKMA Li Ka-shing College of Professional & Continuing Education 8 Hoi Wang Road Mongkok (West) Kowloon
Facility Support Services (PDPF-42105-2019-2-L)	<u>Wednesdays</u> 2019 31 July; 7, 14, 21, 28 August 4, 11, 18, 25 September 2 October  7 pm – 10 pm	
Laws on Property & Facilities (PDPF-44106-2019-2-L)	<u>Mondays &amp; Wednesdays</u> 2019 4, 6, 11, 13, 18, 20, 25, 27 November 2, 4 December  7 pm – 10 pm	
Management Report Briefing Session (PDPF-40007-2019-2-L)	<u>Friday</u> 2 August 2019  7 pm – 8 pm	

### EXAMINATION

MODULE	DATE & TIME	VENUE
Building Technology	<u>Monday</u> 14 October 2019  7 pm – 9 pm	HKMA Li Ka-shing College of Professional & Continuing Education 8 Hoi Wang Road Mongkok (West) Kowloon
Facility Support Services	<u>Friday</u> 18 October 2019  7 pm – 9 pm	
Laws on Property & Facilities	<u>Wednesday</u> 18 December 2019  7 pm -9 pm	

## Professional Diploma in Property & Facilities Management (PDPF – 52<sup>nd</sup> Intake)

### 2<sup>nd</sup> TERM ENROLMENT FORM FOR CURRENT PARTICIPANTS (PDPF-20192/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\$11,400** (HK\$2,850 x 4) HKMA Membership No. \_\_\_\_\_

I would like to apply as HKMA Associate Member and pay in member rate  
**HK\$11,645** (HK\$11,400 + HK\$ 245 membership fee: July to December 2019)

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\$11,920** (HK\$2,980 x4)

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

45104L, 42105L, 44106L, 40007L