

Professional Diploma in Property & Facilities Management (PDPF – 53rd Intake)

2RD TERM ENROLMENT INFORMATION FOR CURRENT PARTICIPANTS (PDPF-20201/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 30 December 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\$490 HKMA one-year membership fee for 2020 (if applicable) will be made for written withdrawal requests received prior to 30 December 2019 by the PDPF Secretariat.
2. Refund of module fee less the HK\$200 cancellation charge per module and the HK\$490 HKMA one-year membership fee for 2019 (if applicable) will be made for written withdrawal requests received before 21 December 2019. Thereafter no refund will be made.

D. Commencement Date

Monday, 6 January 2020

Application Deadline

Monday, 30 December 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 – 53rd Intake)

2nd TERM TIME-TABLE

6 January 2020 – 10 June 2020

MODULE	DATE & TIME	VENUE
Property Management Essentials (PDPF-41101-2020-1-L)	<u>Mondays</u> 2020 6, 13, 20 January 3, 10, 17, 24 February 2, 9, 16 March 7pm –10pm	HKMA Li Ka-shing College of Professional & Continuing Education 8 Hoi Wang Road Mongkok (West) Kowloon
Property Management Practices (1) – Human & Financial aspects (PDPF-43102-2020-1-L)	<u>Wednesdays</u> 2020 8, 15 January 5, 12, 19, 26 February 4, 11, 18, 25 March 7pm - 10pm	
Property Management Practices (2) – Operations & QA aspects (PDPF-43103-2020-1-L)	<u>Mondays & Wednesdays</u> 2020 15, 20, 22, 27 April 4, 6, 11, 13, 18, 20 May 7pm - 10pm	
Management Report (PDPF-40007-2020-1-L)	<u>Wednesday</u> 22 January 2020 7pm - 9pm	

EXAMINATION

MODULE	DATE & TIME	VENUE
Property Management Essentials	<u>Monday</u> 30 March 2020 7pm – 9pm	HKMA Li Ka-shing College of Professional & Continuing Education 8 Hoi Wang Road Mongkok (West) Kowloon
Property Management Practices (1) – Human & Financial aspects	<u>Thursday</u> 8 April 2020 7pm – 9pm	
Property Management Practices (2) – Operations & QA aspects	<u>Wednesday</u> 10 June 2020 7pm - 9pm	

Professional Diploma in Property & Facilities Management (PDPF – 53rd Intake)

2nd TERM ENROLMENT FORM FOR CURRENT PARTICIPANTS (PDPF-20201/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\$11,890 (HK\$11,400 + HK\$ 490 membership fee: January to December 2020)

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

41101L, 43102L, 43103L, 40007L