



Professional Diploma in Property and Facilities Management 物業及設施管理專業文憑 (PDPF)

APPLICATION INFORMATION FOR NEW APPLICANTS (PDPF-2012-1/NS) 新生申請資料

A. Application Procedures

1. Return the completed application form, 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, Application Fee: HK\$200). Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
2. **Please provide 2 recent photos 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 and educational qualifications mentioned in the Application Form.
4. All application should be returned to The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
5. Applicants will pay for 2 modules of the First Term only. Module fees for the Second Term (2 modules) and Third Term (3 modules) will be paid before the commencement of respective terms.
6. **Places are on a first-come, first-served basis.**

B. Refund of Course Fee

1. Full refund less the HK\$200 application fee and the HK\$440 full-year membership fee for 2012 (if applicable) will be made for written withdrawal requests received prior to 29 February 2012 by the Secretariat.
2. Refund of module fee less the HK\$200 cancellation charge per module, the HK\$200 application fee and the HK\$440 full-year membership fee for 2012 (if applicable) will be made for written withdrawal requests received before 7 March 2012. Thereafter no refund will be made.

C. Schedule

First Term	14 March - 11 June 2012
Second Term	July - October 2012
Third Term	November 2012 - February 2013

FIRST TERM:

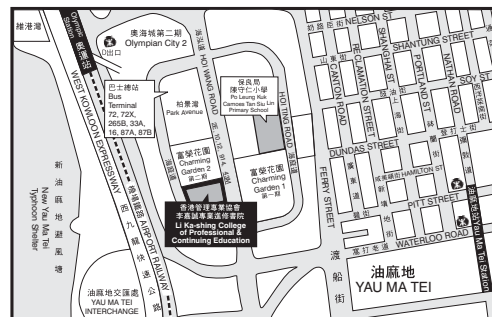
Modules	Dates & Time	Examination
Property Management Essentials (PDPF-43101-2012-1-L)	Wednesdays 14, 21, 28 March; 11, 18, 25 April; 2, 9, 16, 23, May 2012 7:00 pm - 10:00 pm	Wednesday 6 June 2012 7pm - 9pm
Property Management Practices (1) - Human & Financial Aspects (PDPF-41102-2012-1-L)	Mondays 19, 26 March; 2, 16, 23, 30 April; 7, 14, 21, 28 May 2012 7:00 pm - 10:00 pm	Monday 11 June 2012 7pm - 9pm

Application Deadline

Wednesday, 29 February 2012

Class & Examination Venue

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



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.

PROFESSIONAL DIPLOMA IN PROPERTY AND FACILITIES MANAGEMENT

INFORMATION FOR EXEMPTION PROCEDURE

申請免修手續

1. Application Procedure

- 1.1 Applicants who have completed equivalent modules in the programmes offered by HKMA or other institutions may apply for exemptions.
- 1.2 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. Applications will not be accepted after the course has commenced.
- 1.3 Applications will be considered by the Admission Committee of The Hong Kong Management Association.
- 1.4 Applicants will be informed of the results of their applications for exemptions before the commencement date.
- 1.5 A non-refundable application fee for exemption of HK\$250 per module will be charged to applicants.

2. Conditions for Exemptions

- 2.1 Applicants to whom exemptions are given will be offered full credits for the exempted module(s).
- 2.2 If the mode of the past academic studies was distance learning or if the grades and marks of the past academic studies of the respective subjects were lower than C grade and below 50% marks, applicants will be required to pass the examination(s) for the module(s) from which exemption is sought. A fee of HK\$250 per module will be charged for such examination.
- 2.3 Those who fail in the above examination(s) are required to study the respective modules and to pay the full module fees.
- 2.4 Applicants can apply for exemptions for up to 2 modules of the programme.
- 2.5 Applicants who have paid module fees and then been granted exemptions will be refunded by The Hong Kong Management Association.

APPLICATION FORM FOR EXEMPTION(S)

申請免修表格

Please complete this form, and return it to the Secretariat together with photocopies of testimonials and a crossed cheque (HK\$250 per module for exemption; or HK\$500 per module for exemption with examination required) made payable to "The Hong Kong Management Association".

Programme Name: _____

Name: _____ I.D. Card No.: _____

Mailing Address: _____

_____ Office Tel. No.: _____

Module(s) applied for Exemption(s)	Equivalent Past Academic Studies
	Institute _____ _____ Subject _____ Grade & Marks _____ Year _____
	Institute _____ _____ Subject _____ Grade & Marks _____ Year _____

Date: _____ Signature: _____

For Official Use only	Modules with examination required _____ _____
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