

Application Form (for Manulife)
 報名表格 (宏利保險適用)

**Non-Credit
 bearing Mode**

 (for existing **Non-CAM** students only 只適用於曾在香港理工大學「企業經管人才發展中心」修讀非學分累積制課程人士)

For Office Use Only Application Received on: _____ HKID verified by: _____ on _____
 Acad/Prof Qual & other supporting documents verified by _____ on _____

1. Personal Particulars 個人資料

 Name (Surname first) _____
 英文姓名 (姓氏先行)

 Name in Chinese _____
 中文姓名
 Chinese Character Code _____
 中文電碼

FOR OFFICE USE ONLY
 此欄由職員填寫
 0 _____

 Date of Birth _____
 出生日期
 (Day 日 Month 月 Year 年)

 HK ID Card/Passport No _____
 香港身份證/護照號碼

 If you are a non-local applicant, please enter 'Y'
 若為非本地申請人，請在方格內填「Y」字

 Tel. No. (Home) _____
 住宅電話

 Tel. No. (Office) _____
 辦公室電話

 Mobile _____
 手提電話

 Pager _____
 傳呼號碼

 Fax No. _____
 傳真號碼

 E-mail _____
 電郵地址

*個人資料如有任何更改，請填妥附上的「申請更改個人資料表格」(Application for Student Personal Data Amendment) (MED02C)，並連同此表格一併交回本中心。

2. Course Particulars 報讀課程

1. Course Code 課程編號 C F P _____

Course fees 學費 HK\$ _____

Course Title 課程名稱 _____

2. Course Code 課程編號 C F P _____

Course fees 學費 HK\$ _____

Course Title 課程名稱 _____

3. Course Code 課程編號 C F P _____

Course fees 學費 HK\$ _____

Course Title 課程名稱 _____

4. Course Code 課程編號 C F P _____

Course fees 學費 HK\$ _____

Course Title 課程名稱 _____

Total course fees 學費總額 HK\$ _____

Payment Method:
 Cheque Dao Heng Bank Credit Card 12-month Interest Free Installment Programme

 I am fully aware and understand that the above IFPHK Registered CFP^{CM} Certification Education Programme course(s) is/are offered in a non-credit bearing basis.

 本人知悉及明白以上報讀之香港財務策劃師學會註冊CFP^{CM}認證教育課程均為非學分累積制課程。

Signature 簽署 _____ Date 日期 _____

Guide for Applicants
(for admission to **MEDC non credit-bearing** courses)

**Non-Credit
bearing Mode**

Instruction on completing the application form

1. Please complete the form in English and print in block letters.
2. Please complete all parts of the application form in full.
3. Please make sure that you have satisfied the entry requirements, if any.
4. Please complete the application form clearly and accurately; sign the application form before submitting your application. Incomplete forms will not be processed.

Submission of application

5. Please submit your completed application form by hand or by post to QR702, 7/F Shirley Chan Building, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong with the followings:
 - supporting documents e.g. a photocopy of certificates, transcripts of your previous studies and etc.
 - a recent photo (size:1"x1.5")
 - a crossed cheque or bank draft payable to "**PolyU Technology & Consultancy Co. Ltd**" for the required course fees or a Dao Heng Credit Card interest-free installment plan application form (together with a copy of both sides of the Dao Heng Manulife Credit Card)
For each course, please submit one cheque or bank draft. Kindly write your name and the course code at the back of the cheque or bank draft.

Closing date of application

6. Please refer to the closing date for application on the course schedule information sheet.

Acknowledge of application

7. Applicants will receive an acknowledgement of application from the Centre about three days after submitting their applications.

Notification of application results

8. Successful applicants will receive a written notification from the Centre confirming that the enrolment about one week after submitting the application.
9. Unsuccessful applicants will be notified in writing by the Centre. Course fees paid, if any, will be returned to them by ordinary mail.
10. The details regarding the course schedule will be sent to applicants about two weeks before course commencement. Please contact the Centre if you do not receive any notification one week before the course commencement date.

Verification of Supporting Documents

11. After receiving the notification of application results, applicants must bring along the original copies of their qualifications and supporting documents for verification at our Centre within two weeks.

Fee refund policies

12. Except for unsuccessful applications or course cancellation, course fees are not refundable. Fees paid and places allocated on course are not transferable after application.

Certification

13. A certificate of Attainment will be issued to students who have satisfied all the prescribed requirements for completion.

Use of information

14. Personal data provided as part of an application for admission will, during the admission process, be used solely for the purpose of admission, and in this connection the data will be handled by MEDC and other relevant institutions authorised to receive it.
15. Application papers of unsuccessful candidates will be destroyed after the admission process has been completed.
16. Application papers of successful candidates will become part of the student file and the data will thereafter be handled by MEDC and other relevant institutions authorised, e.g. IFPHK, to receive it.
17. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to MEDC.

Enquiries

18. All enquiries should be directed to:

Management and Executive Development Centre (MEDC)

QR702, 7/F, Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong

Tel: 3400 2773 Fax :2765 6323 E-mail: mdgo@inet.polyu.edu.hk Website: www.polyu.edu.hk/medc

Note: The Centre reserves the rights to cancel any courses, and to make any necessary changes to the schedules, contents, and mode of delivery of the courses offered.

	Office hours
Mondays to Fridays	9:00 am –1:00 pm 2:00 pm – 8:00 pm
Saturdays	9:00 am –1:00 pm 2:00 pm – 5:00 pm