

Guide for Applicants

(for admission to CERTIFIED FINANCIAL PLANNER[™] 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") for applying library card

Payment Methods and Procedures

6. Only the following three payment methods will be accepted:

A. Credit Card: Please pay your tuition fee at our Centre at QR702, 7/F, Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.

B. Bank of East Asia / AIG / HSBC Credit Card Interest Free Instalment Programme: Please complete the relevant Instalment Programme Application Form (together with a copy of both sides of the credit card for BEA and AIG card) and return it with this Course Application Form.

C. Cheque: Please send a crossed cheque (made payable to "The Hong Kong Polytechnic University") to our Centre at QR702, 7/F, Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.

Closing date of application

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

Notification of application results

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

Verification of supporting documents

10. Applicants must bring along the original copies of their qualifications and supporting documents for verification at our Centre within two weeks before course commencement.

Fee refund policies

11. 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

12. A certificate of attainment will be issued to students who have satisfied all the prescribed requirements for completion. The Certificate will specify the title and the grade achieved.

Use of information

13. 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.
14. Application papers of unsuccessful candidates will be destroyed after the admission process has been completed.
15. 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.
16. 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

17. 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.

Counter Service 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