

Executive Diploma in Fundraising Management (EDFRM)

APPLICATION INFORMATION

(EDFRM-B2582-2020-1-NL)

A. Application Procedures

- Return the completed form, together with a crossed cheque in favour of **The Hong Kong Management Association** for First Instalment: HK\$6,800 (HK\$3,300 x 2 modules + HK\$200 application fee). Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
- Please attach one set of photocopies of certificates and educational qualifications mentioned in the Application Form.
- 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.

B. Refund of Course Fee

- Full refund less the HK\$200 application fee will be made for written withdrawal requests received prior to 21 January 2020 by the EDFRM Secretariat.
- Refund of module fee less the HK\$200 cancellation charge per module and the HK\$200 application fee will be made for written withdrawal requests received before 28 January 2020. Thereafter no refund will be made.

C. Schedule

Term 1	
Module 3 Relationship Building (EDFRM-B0003-2020-1-FC)	<u>Tuesdays & Fridays</u> 4, 7, 11, 14, 18 February 2020 7:00pm - 10:00pm
Module 4 Volunteer Involvement (EDFRM-B0004-2020-1-FC)	<u>Tuesdays & Fridays</u> 21, 25, 28 February; 3, 6 March 2020 7:00pm - 10:00pm
Term 2	
Module 5 Leadership and Management (EDFRM-B0005-2020-1-FC)	<u>Tuesdays & Fridays</u> 5, 8, 12, 15, 19 May 2020 7:00pm - 10:00pm
Module 6 Ethics and Accountability (EDFRM-B0006-2020-1-FC)	<u>Tuesdays & Fridays</u> 22, 26, 29 May; 2, 5 June 2020 7:00pm - 10:00pm
Term 3	
Module 1 Prospect and Donor Research (EDFRM-B0001-2020-1-FC)	<u>Tuesdays & Fridays</u> August - September 2020 (TBC) 7:00pm - 10:00pm
Module 2 Strategies and Plans (EDFRM-B0002-2020-1-FC)	<u>Tuesdays & Fridays</u> September - October 2020 (TBC) 7:00pm - 10:00pm

Class & Examination Venue

Dr Kennedy Y H Wong Management
Development Centre
The Hong Kong Management Association
1-6/F First Commercial Building
33-35 Leighton Road
Causeway Bay
HONG KONG

Application Deadline

Friday, 24 January 2020

D. Notes for Applicants

- 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.
- Personal data will be used for the purpose of market research, programme development and direct mailing.
- The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

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APPLICATION FORM

(EDFRM-B2582-2020-1-NL)

Please
Attach a
Photo

* Applicants should include their HKID card number and fill in all details in block letters, otherwise no MDCU will be given. The Association will issue certificates based on the details and name format as given in this form.

Name: Mr / Ms _____
(Surname) (Other Names) (Chinese Name)

Date of Birth (YY/MM/DD) : _____ HKID Card No. (For verification of the applicant's identity) : _____ Student No.: _____
(For Office Use Only)

Working Experience (In chronological order for the last seven years)		
Company Name	Position	No. of Years

Education		
Name of Institute	Qualification Attained	Year

Use a separate sheet if necessary

Company Name: _____

Company Address: _____

Telephone: (Company) _____ (Mobile) _____ (Home) _____

E-mail: _____

Present Position: _____ No. of Years: _____

Job responsibilities (e.g. accounting), please specify: _____

Nature of business (e.g. retail), please specify: _____

Home Address: _____

Mailing Address: Company Address Home Address

Education Level: Doctoral degree Master's degree Bachelor's degree HKMA Diploma Other Diploma
 Matriculation F.5 / HKDSE Others (Please specify) _____

* Participants applying for the Continuing Education Fund are required to submit proof of academic qualifications (Form Five or above); otherwise the application for enrollment and for reimbursement of fees will not be accepted.

Total Number of Years of Working Experience: _____

Sponsored By: Self Company Name & Title of Nominator (if applicable): _____

Nominator email/address: _____

From where did you FIRST learn about this Programme?

HKMA Email Mail Newspaper/Magazine (please specify): _____

E-mail Promotion from other websites (please specify): _____ Website Advertisement (please specify): _____

Search Engine (please specify): _____ Social Media (please specify): _____

HKMA Website (Where did you find this information): _____

MTR Station (please specify): _____ Exhibiton: Jobmarket Career & Education (EJEX) Others (please specify): _____

FEE FOR EACH MODULE HK\$3,300 - payable by 3 instalments

	1st Instalment	2nd Instalment	3rd Instalment
HK\$3,300 x 6 modules	HK6,600 + Application Fee: HK\$200	HK\$6,600	HK\$6,600

Cheque No.: _____ Account Name: _____ Total Amount: HK\$ _____

Personal Data Collection Statement

- The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
- The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.
- Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

Applicant's Declaration

- I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
- I understand that the information provided in this form and the attached documents will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
- I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

Notes

- I understand that all handout materials obtained in class are strictly for my own educational purposes.
- I have understood all the "Notes for Application" listed in Application Form.

Applicant's Signature: _____ Date: _____

EDFRM-B0001, B0002, B0003, B0004, B0005, B0006