

Application Form Executive Diploma in Accountancy

Please complete and sign the application form before submitting your application.

Personal Particulars

Name in English (IN UPPERCASE LETTER)		Name in Chinese	
Title	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	HKID Card No	
Nationality		Place of Birth	Date of Birth

Correspondence Address

Telephone		Mobile Phone		Office Telephone	
Email Address		Company		Position	

Academic Qualifications (in reverse chronological order)

Institution	Name of Award	Duration of Studies (MM/YY)		Mode of Attendance (Full-time/ Part-time)
		From	To	

Employment History (in reverse chronological order)

Name of Employer	Job Title	Duration (DD/MM/YYYY)	
		From	To

Professional Qualifications (in reverse chronological order)

Awarding Institutions	Professional Qualifications	Year of Attainment

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Checklist for Application

Before submitting your application, please check if you have	
<input type="checkbox"/>	provided copies of ALL transcripts and certificates/ other relevant academic qualifications to support your application. For exemption, please provide course outline or subject description of relevant prior studies
<input type="checkbox"/>	a cheque made payable to “The Hong Kong Polytechnic University” for application (and exemption fee if applicable)
<input type="checkbox"/>	completed, signed and dated the application form

Terms & Conditions

<p>Upon your application in this programme, you agree to the following terms & conditions:</p> <ul style="list-style-type: none"> • Application fee is non-refundable to unsuccessful applicants. Tuition fees paid are not refundable except in the case of programme cancellation, where all fees paid will be refunded in full. No refund will be made after registration is processed. Fees paid and places allocated are not transferable. • IAEE reserves the right to cancel the programme or any subject due to insufficient enrolment number. • Please make sure you have satisfied the entry requirements. • You should read and understand the nature and details of the programme information. All the information given in supporting this application form and the attached supporting documents are, to the best of your knowledge, accurate and complete. You should provide original document(s) for verification of your qualifications when required. The information will be used in admission decision process, and you should accept that, in reading and completing this application, if you knowingly or carelessly provided untrue or incomplete information, any offer of admission, whether accepted or not, may be disqualified and/or you may be required to withdraw from any programme which you are enrolled in and all fees paid will not be refunded. • You authorise, with your consent, The Hong Kong Polytechnic University (PolyU) to obtain, and the relevant authorities to release, any and all information about your academic and/or professional qualifications obtained in Hong Kong or elsewhere; and to use your personal data to carry out checks regarding your application and records of previous studies in the University and other institutions. • It is mandatory to provide all personal data required in this form and it will become part of your student record and will be used for processing your application for admission, registration, administration, statistical purposes and alumni management. In all circumstances the data will be treated in strict confidence. You have the right to request access to and/or correct the information held by IAEE about you. If you wish to access and/or correct your personal data, please contact us at iaee.enquiry@polyu.edu.hk. • You understand that IAEE Executive Diploma in Accountancy is an HKICPA accredited programme, and it is a PolyU non-credit bearing programme. A Certificate of Completion and transcript, specifying the title of subject(s) and grade(s) achieved, will be issued by PolyU IAEE to students who have satisfied all the prescribed requirements and passed the examination for HKICPA's QP admission. • You consent that if admitted to the programme, you will conform to the statutes and regulations of PolyU. • You should observe and agree to the Privacy Statement (http://www.polyu.edu.hk/iaee/en-us/privacy-statement). • IAEE reserves the rights to cancel any programmes/ courses, and to make any necessary changes to the schedules, contents, and mode of delivery of the programmes/ courses offered.

Declaration

<input type="checkbox"/>	I do not object to the use of my personal data for IAEE's research and marketing purposes. IAEE can continue using my personal information provided and send me information of any forthcoming programmes and special events and/or other related information. I will contact IAEE if I prefer not to receive the communications in the future.
<input type="checkbox"/>	I hereby declare that all information provided in this registration form is accurate and complete. I acknowledge that this information will be used in the registration process and for transferring to the student record system when I am offered a place of study. I understand that any misrepresentation will disqualify my application. I observe and agree to the Terms & Conditions mentioned above and the Privacy Statement.

Signature	Date
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Payment Form Executive Diploma in Accountancy

Personal Particulars

Name in English (IN UPPERCASE LETTER)		Name in Chinese	
Mobile Phone		Study Mode: Part-time	

PART A: Attempt of Subject(s)

Please complete the following details and select the subject(s) you would like to enroll and write out a cheque for the relevant fees.

Code	Programme/ Subject	Subject & Assessment Fee	Sub-total
F1	Full Programme (3 pre-entry subjects & 7 core subjects)	HK\$ 65,000	
F2	Full Core subjects (7 core subjects)	HK\$ 57,000	
P1	Economics	HK\$ 2,700	
P2	Management & Marketing	HK\$ 2,700	
P3	Quantitative Methods for Business	HK\$ 2,700	
S1	Financial Accounting	HK\$ 9,400	
S2	Advanced Financial Reporting	HK\$ 9,400	
S3	Auditing & Information Management	HK\$ 9,400	
S4	Business and Corporate Law	HK\$ 7,200	
S5	Management Accounting	HK\$ 7,200	
S6	Corporate Finance	HK\$ 7,200	
S7	Hong Kong Taxation	HK\$ 7,200	
Enrolled subjects (please list out the code): _____			
Sub-total of tuition fee:			
Discount applicable: PolyU alumni / Early-bird/ Group discount / Other (please specify): _____		Discount: _____%	
Application Fee		HK\$500	
Exemption Fee x _____ subject(s) to apply		HK\$1,500 per subject	
Please list out code of subject(s) for which exemption is applied: _____			
Tuition fee – Discount (if applicable) + application fee + exemption fee (if applicable)			Total

Notes:

1. Applicant should send us a crossed cheque with application fee (if applicable) payable to 'The Hong Kong Polytechnic University' and write your full name and the registered programme name at the back of the cheque. Please email the scanned copy of the crossed cheque to iaee.enquiry@polyu.edu.hk for processing.
2. For full programme applications, the remaining payment, including tuition fee and exemption fee minus overall discount (if applicable), will be settled in two installments at the acceptance of offer and within one month after the programme commenced.
3. Exemption for prior studies will be assessed on a subject by subject basis. Please provide course outline and subject description of relevant prior studies for assessment.
4. For single subject(s) applications to fulfill the requirement for HKICPA's QP admission, a Certificate of Completion and transcript specifying the title of subject(s) and grade(s) achieved will be issued to students who have satisfied all the prescribed requirements and passed the examination. In this case, tuition fee minus discount (if applicable) will be settled at the acceptance of offer; it is not required to apply exemption for other subjects.
5. PolyU alumni are required to present valid alumni card/ relevant proof for registration process. Each discount above cannot be used in conjunction with other discount offers.

PART B: Payment

CHEQUE No.: _____ [made payable to "The Hong Kong Polytechnic University"]

I hereby agree to comply with The Hong Kong Polytechnic University's rules & regulations.

Name of Applicant		Signature		Date	
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