

Australian Graduate School of Management

Hong Kong MBA Program

Confirmation of Enrolment – Session 1, 2007



1. Course selection

Students may undertake a maximum of three courses in each session. Please refer to the curriculum guide or website for course details. **Only students who have successfully completed the GDM stage of the program with a weighted average mark (WAM) of 65% or more are eligible to progress to the MBA stage of the program.**

2. Maximum study period

Students are required to complete the GDM stage within five years of initial enrolment and, if eligible to continue, must complete the MBA stage of the program within a further 2 years (i.e. 7 years from initial enrolment).

3. Course enrolment

Students must complete this enrolment form and return it to the AGSM Hong Kong Office **four weeks prior to the commencement of the course**. Please refer to the enrolment form for the enrolment deadline and payment due date for each course. Enrolments will be accepted on a first-come-first-served basis. Students may conditionally reserve a place in a course by returning this enrolment form by fax. If class size is limited, your place may be given to a student who has paid the tuition fees in full. If you withdraw your conditional enrolment, the withdrawal rules apply (see paragraph 4 below).

4. Withdrawal

Students may withdraw from a course without penalty as long as the withdrawal request is made in writing to the AGSM Hong Kong Office on or before the payment due date for that course. If you withdraw from a course after the payment due date, you will incur a HK\$2,500 late withdrawal fee. If you withdraw from a course after 5pm on the day before the first class sessions commence, you will forfeit your course fee. This applies to conditional enrolments as well. For further information, please see the link to the Table of Key Dates on page 32 of the Student Handbook, located at <http://www2.agsm.edu.au/agsm/web.nsf/Content/Students-Policies>.

5. Discontinuation

Students who discontinue a course **before** the end of the class sessions in that course will forfeit all tuition fees. Students who discontinue a course **after** the end of class sessions in that course will have *Discontinue With Failure* recorded on their academic transcript and will forfeit all tuition fees for that course. Please refer to the Student Handbook for more details on discontinuation.

6. Refunds

Please refer to the AGSM Fee & Refund Policy and Procedures in the Student Handbook.

7. Class schedule:

This is a typical class schedule but may vary throughout the year.

Saturday	2.00pm – 8.00pm
Sunday	10.00am – 7.00pm
Monday	7.00pm – 10.15pm
Tuesday	7.00pm – 10.15pm
No class on Wednesday	
Thursday	7.00pm – 10.15pm
Friday	7.00pm – 10.15pm
Saturday	2.00pm – 8.00pm
Sunday	10.00am – 7.00pm

8. Class attendance:

Students are required to attend **80%** of every course in which they are enrolled. Please ensure you arrive on time for the start of each class.

Please tick the appropriate box(es)

2007 Session 1 (January - April)

Course	Lecturer	Core/ Elective	Class sessions	Enrolment deadline & Payment Due Date	Exam date	Please tick
Managerial Skills	Wendy Grusin	E	13-16, 18-21 Jan	15 Dec 06	28 Feb (w)	<input type="checkbox"/>
Accounting & Financial Management	Ken Trotman	C	3-6, 8-11 Feb	5 Jan	14 Mar (w)	<input type="checkbox"/>
Operations Management	Eddie Anderson	E	3-6, 8-11Mar	2 Feb	11 Apr (w)	<input type="checkbox"/>
Managers, Markets & Prices	Chongwoo Choe	C	24-27, 29 Mar-1 Apr	23 Feb	2 May (w)	<input type="checkbox"/>
Product Management ¹	Kristin Rotte	E	14-17, 19-22 Apr	16 Mar	23 May (w)	<input type="checkbox"/>
Law for Practising Managers ²	Saul Fridman	E	28-30 Apr; 1, 3-6 May	30 Mar	13 Jun (w)	<input type="checkbox"/>

1. PM – Prerequisite: Marketing Principles

2. LPM - Class on 1 May (public holiday) starts at 7pm & finishes at 10.15pm

I understand that I must pay the fees for Session 1 courses by the **Payment Due Date** indicated above. Enrolments will be confirmed once the enrolment form is received (either by fax or by post) and processed. I have noted the conditions of enrolment as set out in the AGSM Student Handbook and the Confirmation of Enrolment form (overleaf) and agree to be bound by the policies and follow the procedures set out therein.

I understand that I am only eligible to enrol in the MBA stage of the program after successfully completing the GDM stage (six core courses and two electives) with a weighted average mark (WAM) of 65% or more.

I understand that the AGSM Hong Kong Office will not accept any verbal instructions from students in relation to enrolments, cancellation of enrolments or any other matter regarding the program generally. **All requests and/or instructions must be submitted in writing.**

Full Name (please print)

Signature

X

Tel (day)

Email

Date

 / /

Payment details (Please select a payment option below):

A cheque made payable to “AGSM” for the amount of HK\$ _____ cheque no: _____ is attached.
(Only pay for courses in which you have enrolled.)

I wish to defer my fees to FEE-HELP.

Please fax invoice to (This option is available only for students who are receiving financial sponsorship from a company)

Company Name _____ Sponsor person _____

Address _____

_____ Fax No _____

Notes:

- Students are required to attend **80%** of every course in which they are enrolled.
- FEE-HELP students are reminded to pay extra attention to the cancellation of enrolment deadlines. The course fee will remain payable as part of the study loan, even if you submit your course withdrawal letter one day late.
- A course with fewer than 15 enrolments may be cancelled.
- Self-study and pre-reading may be required for some courses. For exact instructions please refer to the Curriculum Guide or the course outlines on the website. Please collect your course materials pack as soon as you receive notification from the AGSM HK Office.
- Exam times: Exams are usually of 3 hours' duration: Wed 7.00pm – 10.00pm, Sun & **Public Holidays** 9.30am – 12.30pm
(Date, time and venue will be re-confirmed one week in advance by email)

Please fax this form to (852) 2588 1724, or post to AGSM, Suite 2502 Office Tower, Convention Plaza, 1 Harbour Road, Wanchai
For enquiries, please call (852) 2593-9902 or email: contact@agsm.com.hk