

Australian Graduate School of Management Hong Kong MBA Program Confirmation of Enrolment – Session 1, 2008



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 must submit a Variation of Enrolment Form and you will incur a **HK\$2,500 late withdrawal fee**.

If you withdraw from a course **after 5pm on the day before the class sessions commence**, it is classed as discontinuation (see paragraph 5 below). You must submit a Variation of Enrolment Form and you will **forfeit the full course fee**.

No late withdrawal will be processed prior to the receipt of a completed Variation of Enrolment Form which can be found on the AGSM website at <http://www2.agsm.edu.au/agsm/web.nsf/Content/HKMBA-ReEnrolment>. The above also applies to conditional enrolments.

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. You must submit a Variation of Enrolment Form. Please refer to the Student Handbook for more details on discontinuation. No discontinuation will be processed prior to the receipt of a completed Variation of Enrolment Form.

6. Refunds

Please refer to the AGSM Fee & Refund Policy and Procedures in the Student Handbook. No refund will be processed prior to receipt of a completed Request for Refund of Tuition Fees or Remission of FEE-HELP Debt Form.

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, Tuesday 7.00pm – 10.15pm
Thursday, 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, including arriving and leaving at the correct time.

Please tick the appropriate box(es)

2008 Session 1 (January – April)

Course	Lecturer	Core/ Elective	Class sessions	Enrolment & Payment Due Date	Exam date	Please tick
Business Process Management	Paul Walsh	E	19-22; 24-27 Jan	21 Dec	5 Mar (w)	<input type="checkbox"/>
Marketing Principles ¹ 	Craig Tapper	C	31 Jan-3 Feb; 14-17 Feb	2 Jan	19 Mar (w)	<input type="checkbox"/>
Managerial Skills	Wendy Grusin	E	23-26; 28 Feb-2 Mar	25 Jan	9 Apr (w)	<input type="checkbox"/>
Product Management ²	Murali Chandrashekar	E	8-11; 13-16 Mar	8 Feb	16 Apr (w)	<input type="checkbox"/>
Statistics for Managers	Paul Walsh	C	27-30 Mar; 10-13 April	27 Feb	7 May (w)	<input type="checkbox"/>
Law for Practising Managers	Andrew Terry	E	19-22; 24-27 April	21 Mar	4 Jun (w)	<input type="checkbox"/>

1. Marketing Principles – This course has been included in the list of reimbursable courses for CEF purposes. Please contact the AGSM Hong Kong Office for further details.
2. Product Management – Prerequisite: Marketing Principles



I understand that I must pay the fees for Session 3 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

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 discontinuation of enrolment deadlines. The full course fee will remain payable as part of your 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 course outlines on the website. Please collect your course materials pack as soon as you receive notification from the AGSM HK Office.
- Exams are usually of 3 hours' duration at the following times:
Wednesdays 7.00pm – 10.00pm OR Sundays & **Public Holidays** 9.30am – 12.30pm.
(The 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