



HKBPA
PIONEERING BUSINESS
PSYCHOLOGY EXCELLENCE

The Ad hoc Charging Policy

This policy aims to ensure clarity and fairness in the administration of HKBPA's services and certifications, supporting both current and former members in maintaining and verifying their professional achievements.

Learning Statements

- Members of the Hong Kong Business Psychology Association (HKBPA) can request for a Learning Statement, which displays qualifications and modules obtained to date, by emailing our Membership Team. For those whose memberships have lapsed can apply for a Learning Statement (hard copy) at a cost of USD100 /HKD780.

Duplicate Certificates

HKBPA issues two types of certificates:

- Qualification Certificates – These confirm the attainment of a specific qualification.
- Membership Certificates – These confirm the attainment of designatory letters or designations. Membership certificates remain valid only while the membership is active. The HKBPA does not issue duplicate membership certificates to non-members.

Current Members or Non-Members with Active Subject Registration:

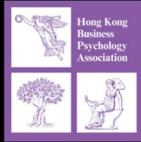
- There is a charge of USD100 /HKD780 for the replacement of a duplicate qualification certificate (hardcopy).
- A Results Letter confirming past academic achievements is available upon request. There is no charge for the first letter; however, any subsequent requests will incur a charge of USD100 /HKD780.

Current Members (Membership Certificates):

- There is a charge of USD100 /HKD780 for the replacement of a duplicate Membership Certificate (hardcopy).

Lapsed Members (Membership Certificates):

- Renew their membership and pay the appropriate subscription fee prior to any replacement being issued. No additional cost for the first membership certificate in the yearly membership subscription.



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The Association will not re-issue expired membership certificate for lapsed members.

- Alternatively, lapsed members may request for a duplicate Results Letter of membership registration at a charge of USD100 /HKD780.

Non-Members with Expired Subject Registration:

- A charge of USD100 /HKD780 is applicable for a duplicate qualification certificate.

Results Letter

Current Members or Non-Members with Active Subject Registration:

- There is no charge for the first document confirming examination results. Any subsequent request will incur a charge of USD100 /HKD780.

Lapsed Members or Non-Members with Expired Subject Registration:

- A charge of USD100 /HKD780 is applicable for a letter confirming examination results.

Other Academic Enquiries

- A minimum fee of USD200 /HKD1560 is payable, at our discretion, for any other requests for information or reference letters.

Other Membership Enquiries

- When a recruitment or similar agency requests confirmation of membership or details of a member's or past member's academic achievements, a fee of USD 200/HKD1560 will be payable.

Cancellation / Amendment of Examination Bookings

- It is possible to cancel or reschedule an exam without penalty up to 72 hours in advance.
- Cancellations with less than 72 hours' notice are fully chargeable.

Notes: All copies will only be picked up at the association's office by applicant(s) and/or authorized persons with applicant's signed authorization letter (please clearly state applicants' request details, identification information, and payment record in the letter).