

## Course Enrolment Form

### Part A Personal Particulars

\*MUST COMPLETE & PLEASE PRINT



Reimburse up to 80% of course fee  
 \* This course has been included in the list of reimbursable courses under the Continuing Education Fund. This course / The mother course (Professional Diploma in Accountancy) of this module is recognised under the Qualifications Framework (QF Level 5).

Institute Code : 519  
 Institute : Kaplan Financial (HK) Limited  
 CEF Title : Strategic Information Systems (33Z135853),  
 (Module from Accounting and Financial Reporting (33Z135802),  
 Professional Taxation (33Z135861),  
 Diploma Auditing (33Z135810),  
 in Accountancy) Cost and Management Accounting (33Z135829),  
 Law (33Z135845),  
 Financial Management (33Z135837)

\*Would you like to apply CEF?  Yes  No

Kaplan ID: \_\_\_\_\_ (If applicable)  
 \*(Mr / Mrs / Ms) Surname: \_\_\_\_\_ \*Forename: \_\_\_\_\_  
 \*HKID Card No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ DD/MM/YY  
 Residential Status: A / R / U / Others: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 \*Mobile / Contact No.: \_\_\_\_\_ \*E-mail: \_\_\_\_\_  
 (for SMS announcement from Kaplan) (Student will be notified by e-mail)

### Part B Education

Highest Education Achieved

Bachelor's Degree, Major in: \_\_\_\_\_ Name of University: \_\_\_\_\_  
 Master's Degree, Major in: \_\_\_\_\_ Name of University: \_\_\_\_\_  
 Doctoral's Degree, Major in: \_\_\_\_\_ Name of University: \_\_\_\_\_  
 Final year of Bachelor's Degree, Major in: \_\_\_\_\_ Name of University: \_\_\_\_\_

### Part C Method of Payment

CASH  EPS / FPS / PayMe (Pay At Counter Only)  CHEQUE NO.: \_\_\_\_\_ (made payable to Kaplan Financial (HK) Limited)  
 Credit Card:  VISA  MASTERCARD  AE  
 Card Holder: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
 Card No.: \_\_\_\_\_ Signature: \_\_\_\_\_

### Part D Kaplan Student Code of Conduct

Please refer to <https://www.kaplan.com.hk/code-of-conduct> or scan the QR code for obtaining the latest version of Kaplan Student Code of Conduct. Kaplan requires students to conduct themselves in accordance with the standards of their future professions. A student committing any of the violations on the code of conduct may receive a written warning concerning the misconduct and may receive disciplinary action up to and including immediate suspension and/or dismissal.



I have read, understood and agreed to the Kaplan Student Code of Conduct.

### Part E Declaration

- It is the students' responsibility to submit relevant documents to HKICPA for vetting qualification and enrolling in HKICPA New QP.
- Failure to submit all the required documents to Kaplan, including the correct fee(s) and academic transcripts, will delay the processing of your application to "Professional Diploma in Accountancy". Please complete below to help speedy processing of your application.

I attached:

Photocopy of HKID Card  Academic qualification / transcript / result  Payment of Application fee (\$550)  HKICPA Assessment Result

Declaration:

- I declare that the information given in this form is true and correct to the best of my knowledge and belief. I hereby make application for registration as a student of Kaplan and undertake, if admitted, that as long as I remain a registered student of Kaplan, I shall observe and abide by the rules and regulations of Kaplan.
- I grant my consent that my personal data and other information will be disclosed to LWB, OCEF, and HKCAAVQ for the purpose of inspection and/or CEF reimbursement.
- I will accept the responsibility if the degree is not recognized by HKICPA or fails the HKICPA registration.
- Kaplan reserves the rights to cancel, vary or change any of the applications lecturer or venue should circumstances so require.
- I understand all terms and conditions stated in Professional Diploma in Accountancy Enrolment form.
- I wish to receive Kaplan information by email in future.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Enrolment Policy

1. A completed enrolment form with providing the true copy of students academic transcripts, certificate, HKID must be accompanied by application fee in full.
2. Students have to present the assessment result issued by HKICPA for the enrolment if available.
3. Kaplan reserves the right to cancel a programme if enrolment is insufficient and/or make alterations regarding trainers, class locations, class schedules, topic sequence and time allocated to each topic if necessary. Under such circumstances, fees paid are non-refundable and non-transferable.
4. Module details (including confirmed dates and teaching venue) will be emailed to students approximately 3 days prior to course commencement of each module.

#### Identification Policy

1. Kaplan reserves the right to verify student's identity whenever students are present for a course, using or making request of our services. This involves verification of student's contact information and showing of ID card. The ID card must be current and valid, contain photo, be issued by a government agency and be an authentic document (photocopies of ID documents will NOT be accepted). The preferred form of ID is the HK ID card or passport.
2. Regular spot-checks will be conducted to protect paid students interest. If students are aware of any suspected trespassers, please inform the course lecturer and/or the administration staff of Kaplan immediately. Any un-paid attendant caught will be required to pay the full course fees plus an administrative fee. Kaplan will report the case to the professional institutions (e.g. ACCA or HKICPA) or/and government bodies for misconduct and disciplinary action for permanent disqualifications. Kaplan will reserve the rights to report to the police and pursue legal action against the caught un-paid attendant.
3. Under all circumstances, only the enrolled and paid students can attend our lectures or use the student supporting services. Kaplan does not accept substitutes, in whole or in part, to obtain services or attend classes and do not accept any "payment on the spot" (即場付款). Anyone attend the class without payment of full course fees in advance will be subject to a full course fee plus an admin fee (50% of the full course fee) payment on the spot. If students see any suspicious act of illegal attendance during the class, please alert our staff. Trespassing is a crime and an attempt to make off without payment is an offence under S.18C Theft Ordinance. Kaplan shall report to the police and reserve the rights for further legal actions. The maximum penalty is 3 years imprisonment.
4. Students who have entered into the Kaplan premises will be bound by Kaplan's terms and conditions.

#### Payment Method

Payment can be made by Cash, Cheque, EPS, FPS, PayMe or Credit Card.

#### Attendance Policy

1. It is student's responsibilities to sign in on the attendance registration sheet as a record of presence.
2. No seating arrangement will be planned for students. Seats are available on a first-come-first-served basis and students should not occupy seats for other students.
3. It is student's responsibility to come to lessons according to the prescribed course schedule; the notice of acknowledgement will be emailed to the registered students three (3) working days before the commencement date of the course. Students who have not received any information and announcements regarding the course within the time mentioned should contact Kaplan immediately.
4. As email is the primary contact between Kaplan and students, it is students' responsibility to check their email regularly. Only urgent notice will be communicated by telephone and SMS.

#### Course Materials

1. On the date of course commencement, students are required to present the original official e-receipt. The original official e-receipt is the proof of purchase of Kaplan courses/ products and is required to be shown during material collection.
2. Course materials will be distributed to student on the first session of each respective module. Students must bring all relevant course materials to class as no extra copies will be available for loan. Should any extra copies are needed; \$1 has to be charged per every single sheet.
3. In the case when a third party is involved in collecting students' materials, the original official e-receipt and a signed authorization letter (with student's name, the third party's name and his/her passport/HKID number) must be presented.
4. All course materials must be collected in person within the same intake.

#### Transferability

1. In the event that the class of enrolled module is full or cancelled, fees paid will be transferable to another intake without administrative charge.
2. In the event if the transfer is not due to over subscription or cancellation, transfer can only be made with a payment of \$550 administrative charge per request.
3. Any transfer must be made no less than 2 weeks before the module commencement date of the enrolled intake.
4. Tuition fee is not transferable from one applicant to another.

#### Refund Policy

Fees paid are non-refundable, except in event of a programme that is full or cancelled.

#### Maintaining Modules Passes

Subject to approval from Kaplan, individuals are allowed to retain passes of the modules for up to 2 years. Any students who failed to finish all parts of the programme within 2 years are required to retake all unexempted subjects.

#### Changes to the arrangement of Professional Diploma in Accountancy

Kaplan reserves the right to

- Change venue, instructors, programme schedule and content of the programmes.
- Cancel a programme if enrollment is insufficient.

#### Application with a Disability

Please contact our admission staff if you have a disability. This information will only be used to help us better understand your requirements and we will make every effort to serve you better at our centre.

#### Continuing Education Fund (CEF) Reminders

1. With effect from 1 April 2019, applicants who apply for CEF for the first time are only required to complete [SFO 313 (2020)] form and provide all supporting documents upon successful completion of CEF courses for applying for both account opening and fee reimbursement at the same time. Please visit CEF website for obtaining the [SFO 313 (2020)] form.
2. The tuition fees of CEF modules (core modules) will be collected on equal monthly instalments basis for applicants according to the requirement of the Office of CEF stated in the CEF Term and Conditions.
3. "Successful completion" of CEF courses means that the applicant must have attended no less than 70% of the contactable hours of the CEF reimbursable course and obtain a PASS (either 50% or higher) on Professional Diploma in Accountancy Assessment.
4. You are required to submit the completed CEF application form [SFO 313 (2020)] together with relevant documents to the OCEF within one year upon successful completion of the course and before reaching 71 years old. You can find the information about the document required for both account opening and fee reimbursement in the aforementioned form.
5. For more details about CEF, please refer to "CEF Guidance Notes for Application" which can be obtained from the CEF website.
6. You are suggested to keep a copy of all relevant documents before submission for your own record.

#### Personal Data Protection

1. Your personal data is collected and used by us for processing your application of admission, and for registration, administrative, verification, research, statistical and direct marketing purpose. We may also collect personal information to satisfy legal, government and statutory obligations. Provision of personal data is necessary, and without your personal data, we may not be able to provide you with services you require. We may share and transfer your personal data with other members of the Kaplan group and/or authorized third parties providing services to us in relation to the above purposes and/or other prescribed purposes as allowed by law from time to time. In all such circumstances, data will be treated in strict confidence.
2. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request correction of, his or her personal data. Applicants wishing to amend his or her data should fill out the prescribed form, and submit it to Kaplan. Applicants may opt-out from receiving our direct marketing materials at any time.
3. If you do not wish to receive our offers and updates, please tick the below box(es).
  - Unsubscribe from all Kaplan Financial emails
  - Unsubscribe from non-Accountancy emails only

#### Notes to Visa Holder Applicants

Holders of valid working visas or dependency visas are welcomed to consult Kaplan for admissions. If the existing visa does not indicate your eligibility for staying and / or studying in Hong Kong, please further consult the Immigration Department of the HKSAR Government. (website: <http://www.immd.gov.hk> ; telephone: (852) 2824 6111). The Immigration Department is fully empowered for the processing of visa application and the approval for the applicants' eligibility for staying and /or studying in Hong Kong. Kaplan's acceptance of your application for the programme does not warrant for successful visa approval from the Immigration Office. Visa holder applicants and students should be careful of their full compliance with the relevant immigration laws and ordinances during their staying and studying in Hong Kong.

#### Other information

1. These Terms and Conditions set out your entire agreement with Kaplan for the particular course and supersede all previous agreements or understandings made (verbally or in writing) in relation to the course.
2. By accepting to participate on a programme of study with Kaplan you are agreeing to abide by the Kaplan Code of Conduct as published and available at <http://www.kaplan.com.hk/code-of-conduct.php>
3. Terms and Conditions are subject to change without notice. Please review the full and most updated version from our website [www.kaplan.com.hk](http://www.kaplan.com.hk) periodically. All matters and disputes will be subject to the final decision of Kaplan.

## Kaplan Financial (HK) Limited

G/F to 3/F, E-tech Centre, 402-406 Hennessy Road,  
Wanchai (Causeway Bay MTR Exit A)

Opening Hours Mon-Fri 11:00am-8:00pm ; Sat 9:00am-6:00pm (Closed on Sunday and Public Holidays)

**Tel: (852) 2526 3686**  
**Fax: (852) 2501 0589**  
**Whatsapp: (852) 5628 8939**

[www.kaplan.com.hk/kfa](http://www.kaplan.com.hk/kfa)  
Email: [HKPDA@kaplan.com](mailto:HKPDA@kaplan.com)

**CONTINUING EDUCATION FUND (CEF)**

**Consent and Acknowledgement for CEF Course Participant upon Enrolment\***

**(For Course(s) operated by Non-self-accrediting Course Providers)**

**Name of CEF Course Provider:** KAPLAN FINANCIAL (HK) LIMITED

- CEF Course Title & Course Code:** (MODULE FROM PROFESSIONAL DIPLOMA IN ACCOUNTANCY)
- 33Z135853 STRATEGIC INFORMATION SYSTEMS
  - 33Z135802 ACCOUNTING AND FINANCIAL REPORTING
  - 33Z135861 TAXATION
  - 33Z135810 AUDITING
  - 33Z135829 COST AND MANAGEMENT ACCOUNTING
  - 33Z135845 LAW
  - 33Z135837 FINANCIAL MANAGEMENT

**Commencement Date of the Course:** \_\_\_\_\_ (DD / MM / YYYY)

**Part I. CONSENT on Disclosure of Personal Data**

- I understand that Labour and Welfare Bureau (“LWB”), the Office of CEF (“OCEF”) and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (“HKCAAVQ”) are responsible for monitoring and processing the applications for fee reimbursement under the CEF.
- The public authorities referred to in paragraph 1 above (“Specified Public Authorities”) may require my personal data provided to the above CEF Course Provider for the purposes of fees reimbursement and audit inspection if I apply for fees reimbursement under the CEF.
- OCEF would be unable to process my application for fees reimbursement if I do not consent to the disclosure of my personal data to the Specified Public Authorities **before** attending the course(s), or otherwise the Specified Public Authorities would not have access to time-sensitive information in relation to my application.

*Please tick only one box as appropriate*

- I have read and understood the above paragraphs. I consent to the disclosure of my personal data, any other information and records in relation to the above course(s) to the Specified Public Authorities for the purposes of fees reimbursement under the CEF and audit inspection.

**Part II. ACKNOWLEDGEMENT** (applicable only if the captioned CEF Course(s) is/are part(s) of a package of other courses / programmes **not** registered under CEF)

Applicable <input type="checkbox"/>	Not Applicable <input checked="" type="checkbox"/>
I hereby acknowledge that the CEF Course(s) mentioned above in which I have enrolled is/are part(s) of a package of other courses / programme not registered under CEF, and understand that I am not obliged to take the full programme for the purpose of CEF reimbursement upon my successful completion of the CEF Course mentioned above.	—

Signature: \_\_\_\_\_

Student Full Name: \_\_\_\_\_

Hong Kong Identity Card Number: \_\_\_\_\_

Date: \_\_\_\_\_