

# CFA<sup>®</sup> PROGRAM 2025

## CHARTERED FINANCIAL ANALYST


- **LEADING GLOBAL PROVIDER**  
Top provider in offering all 3 levels of CFA Program training in Hong Kong  
Proven track record and experience over 50 locations
- **EXPERT TRAINERS**  
Satisfaction Rate of Trainer  $\geq 90\%$
- **FREE REJOIN PASS<sup>^</sup>**  
Chance to rejoin same level CFA course within 6 months
- **LIVE STREAMING**  
Let you attend the class in real time from anywhere
- **ONLINE CATCH-UP VIDEO**  
Free access to our eLearning platform to review the lessons anytime
- **PRE-REQUISITE READING VIDEO\***  
Course notes and videos are provided for foundation building


<sup>^</sup>Refer to Page 4.


\* Applicable for Level I student only.

Non-local course registration no. 360846

It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

 (852) 2526 3686

 (852) 2501 0589

 [www.kaplan.com.hk/kfm](http://www.kaplan.com.hk/kfm)

 [hkcfa@kaplan.com](mailto:hkcfa@kaplan.com)



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store.kaplan.com.hk

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With Us Now!



Chartered Financial Analyst Program makes global standard for professionals in the financial sector, from which they gain investment knowledge and ethical principles. Earning a CFA® Charter you are one step ahead of becoming a financial professional.

## OVERVIEW

- Administered by CFA Institute since 1962
- Generalist study and exam program for investment professionals
- Three exams based on a practice-based curriculum that changes annually to meet nature and complexity of the global investment profession
- Focus on the knowledge essential to the investment decision-making process
- Recognized as the “gold standard” in the industry

### WHY DO THOUSANDS PURSUE THE CFA® CHARTER?



• **Gold standard worldwide**



• **Career enhancing**



• **Essential knowledge**



• **Global network**



## How to get the CFA® Charterholder?



### Enter the CFA® Program

#### Enrollment Requirements:

Have a **bachelor's (or equivalent) degree**

OR

Your exam window **must be within 23 months** of your graduation month for bachelor's degree (or equivalent).



OR

Have a combination of **4,000 hours of work experience and/or higher education** that was acquired over a minimum of three sequential years<sup>^</sup>.



A **valid international travel passport** to register is needed

STEP 1

\*Not necessary investment related  
<sup>^</sup>If applicable, assume 1,000 hours per year for higher education



### Become a CFA Charterholder

#### Requirements:

- 1 Passing the exam for all three levels along with the applicable Practice Skills Modules
- 2 Achieve Qualified Work Experience
- 3 Submit Reference Letters
- 4 Apply to Become a Charterholder

For details, please refer to CFA Institute official website:  
<https://shorturl.at/Qavyp>



STEP 2

## EXAM STRUCTURE

CFA Institute recommends minimum 300 hours of study time for each level. Your time commitment is critical to success. Kaplan CFA® Exam Prep will enhance your understanding of the materials but your commitment to out-of-classroom study is essential.

LEVEL I	LEVEL II	LEVEL III
2hrs 15mins per session	2hrs 12mins per session	2hrs 12mins per session
Session 1 <b>90</b> MC questions	Session 1 <b>44</b> MC questions in vignette format	Session 1 <b>5-6</b> item sets & <b>5-6</b> essay sets
Session 2 <b>90</b> MC questions	Session 2 <b>44</b> MC questions in vignette format	Session 2 <b>5-6</b> item sets & <b>5-6</b> essay sets
Total <b>180</b> Multiple-Choice Questions	Total <b>88</b> Multiple-Choice Questions	Total <b>11</b> item sets + <b>11</b> essay sets

# TOPIC AREA WEIGHTS

EXAM TOPIC	LEVEL I	LEVEL II
Ethical and Professional Standards	15-20%	10-15%
Quantitative Methods	6-9%	5-10%
Economics	6-9%	5-10%
Financial Statement Analysis	11-14%	10-15%
Corporate Issuers	6-9%	5-10%
Equity Investments	11-14%	10-15%
Fixed Income	11-14%	10-15%
Derivatives	5-8%	5-10%
Alternative Investments	7-10%	5-10%
Portfolio Management	8-12%	10-15%

EXAM TOPIC	LEVEL III
Asset Allocation	15-20%
Portfolio Construction	15-20%
Performance Measurement	5-10%
Derivatives and Risk Management	10-15%
Ethical and Professional Standards	10-15%
Pathways* (Choose one of three specialized pathway)	30-35%
1. Portfolio Management Pathway	
2. Private Markets Pathway	
3. Private Wealth Pathway	



**Computer based**



For details, please refer to CFA Institute:  
<https://www.cfainstitute.org/en/programs/cfa/exam>

## CFA EXAM COST & EXAM CYCLE

EXAM PERIOD	EXAM LEVEL	EARLY REGISTRATION PERIOD	REGISTRATION DEADLINE	EXAM DATES
FEB	I	May 9 - Jul 9, 2024	Nov 7, 2024	Feb 17-23, 2025
	III			Feb 13-26, 2025
MAY	I	Aug 8 - Oct 16, 2024	Feb 6, 2025	May 14-20, 2025
	II			May 21-25, 2025
AUG	I	Nov 6, 2024 - Jan 29, 2025	May 6, 2025	Aug 20-26, 2025
	II			Aug 27-31, 2025
	III			Aug 15-19, 2025
NOV	I	Feb 12 - Apr 9, 2025	Aug 5, 2025	Nov 12-18, 2025
	II			Nov 19-23, 2025

\*Candidates will choose one of three "specialized pathway" options at registration.

Candidates are reminded to always refer to the examination body's official website for the most updated information. Information contained herein about exam registration information is correct at the time of brochure publication and is provided "as is", without any conditions, warranties, or other terms of any kind.

Kaplan does not warrant the accuracy of the data which may be subject to changes.


# MOST EFFECTIVE 3-PHASE LEARNING APPROACH

<b>EDUCATION</b> 4 - 6 months before exam	<b>REVISION</b> 1 - 2 months before exam	<b>MOCK</b> 2 - 4 week before exam
Learn new facts, concepts, processes, procedures, and principles	Retain and remediate new knowledge through application	Evaluate retention and application of new knowledge
<b>14 - 20</b> Sessions ⌚ 42-60 hrs	<b>9</b> Sessions ⌚ 27 hrs	<b>Mock Exam</b>   <b>Mock Review</b> ⌚ 4 hrs 24-30 mins   ⌚ 3 hrs

## LEARNING OUTCOMES

<b>Knowledge Building</b> <ul style="list-style-type: none"> <li>Cover all big-picture concept vital to understand CFA® Program curriculum and provide exam-related tips and tricks</li> </ul>	<b>Simulation and Practice</b> <ul style="list-style-type: none"> <li>Concentrate on exam taking strategies and techniques</li> <li>Intensive exercises drilling with full debriefs</li> <li>Additional review of most difficult and tricky concepts</li> </ul>	<b>Performance Measure</b> <ul style="list-style-type: none"> <li>Practice the skills and knowledge required in real exam</li> <li>Trainer's post-mock debrief</li> </ul>
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## LEARNING RESOURCES

<b>Education Program Slide Pack</b> <ul style="list-style-type: none"> <li>Prepared by our global faculty team, localized to suit HK students</li> </ul>	<b>Pre-requisite Reading Course Notes</b> (Level I only)	<b>Exam-standard Mock Exam Questions</b>
<b>Pre-requisite Reading Course Notes</b> (Level I only)	<b>Revision Mind Maps</b> <ul style="list-style-type: none"> <li>Mindmap to summarize key concepts at a glance</li> </ul>	<b>Personalized Performance Reports</b> <ul style="list-style-type: none"> <li>Evaluate your performance, identify areas for improvement and priorities</li> </ul>
<b>Practice Questions</b> <ul style="list-style-type: none"> <li>End-of-topic Q&amp;A (Level I only)</li> </ul>	<b>Revision Questions Book</b> <ul style="list-style-type: none"> <li>Hundreds of exam-standard concept checkers</li> </ul>	<b>Graded Answer Sheet</b> <ul style="list-style-type: none"> <li>Including Essay Questions (Level III Only)</li> </ul>
<b>Downloadable Course Materials</b> <ul style="list-style-type: none"> <li>Available in digital format and can be printed as needed for your convenience</li> </ul>	<b>Downloadable Course Materials</b> <ul style="list-style-type: none"> <li>Available in digital format and can be printed as needed for your convenience</li> </ul>	


Enroll Full Package and get a set of 2025 Schweser Essential Package (Online) at discounted price
 

- Optional add-on at HK\$3,900 up (Original HK\$5,700 up)

## ONLINE ACCESS & SUPPORTING SERVICES


<b>Online Pre-Course</b> (Level I only) <ul style="list-style-type: none"> <li>Start early by watching approximate 9 hours of online instruction on fundamental concepts</li> </ul>	<b>Pre-requisite Reading Video</b> (Level I only)	<b>Live Streaming</b> <sup>^</sup> <ul style="list-style-type: none"> <li>We make learning super convenient that allow you attend the class in real time from anywhere at scheduled times</li> </ul>
<b>Pre-requisite Reading Video</b> (Level I only)	<b>Live Streaming</b> <sup>^</sup> <ul style="list-style-type: none"> <li>We make learning super convenient that allow you attend the class in real time from anywhere at scheduled times</li> </ul>	<b>Online Catch-up Video</b> <sup>^</sup> <ul style="list-style-type: none"> <li>All sessions are available to recap in our eLearning platform which allow you to review or make up missed session anytime anywhere</li> </ul>
<b>Online Progress Test</b> <ul style="list-style-type: none"> <li>6 tests (Level I), 4 tests (Level II &amp; III) scheduled at key milestones</li> </ul>	<b>Online Catch-up Video</b> <sup>^</sup> <ul style="list-style-type: none"> <li>All sessions are available to recap in our eLearning platform which allow you to review or make up missed session anytime anywhere</li> </ul>	<b>Live Streaming</b> <sup>^</sup> <ul style="list-style-type: none"> <li>We make learning super convenient that allow you attend the class in real time from anywhere at scheduled times</li> </ul>
<b>Live Streaming</b> <sup>^</sup> <ul style="list-style-type: none"> <li>We make learning super convenient that allow you attend the class in real time from anywhere at scheduled times</li> </ul>	<b>Swap Class</b> <sup>^</sup> (2 sessions) <ul style="list-style-type: none"> <li>Catch up missed lectures by swapping to another class</li> </ul>	<b>Online Catch-up Video</b> <sup>^</sup> <ul style="list-style-type: none"> <li>All sessions are available to recap in our eLearning platform which allow you to review or make up missed session anytime anywhere</li> </ul>
<b>Online Catch-up Video</b> <sup>^</sup> <ul style="list-style-type: none"> <li>All sessions are available to recap in our eLearning platform which allow you to review or make up missed session anytime anywhere</li> </ul>	<b>Swap Class</b> <sup>^</sup> <ul style="list-style-type: none"> <li>Catch up missed lectures by swapping to another class</li> <li>6 sessions (Level I), 5 sessions (Level II) and 4 sessions (Level III)</li> </ul>	<b>Online Catch-up Video</b> <sup>^</sup> <ul style="list-style-type: none"> <li>All sessions are available to recap in our eLearning platform which allow you to review or make up missed session anytime anywhere</li> </ul>

## Private Tutoring Contact us for assessment and price quote



Tailor made your own 1:1 or group tutoring with an expert trainer

✓




More intensive and focused practice comparing to regular program

✓



Customize your own schedule and study plan based on your needs

✓



<sup>^</sup>Classroom learning only. Terms and conditions apply.

# FREE REJOIN PASS

The CFA qualification can be tough to pass, but if you didn't get the result you wanted, all is not lost. We offer a Free Rejoin Pass for candidates studying with us.

## How it Works:



# 1

### Enroll CFA 2025 Full Package

You will receive a Free Rejoin Pass when you enroll our CFA Full Package.



# 2

### Sit For/ Postpone the Exam within the same exam window as the package you enrolled in

Not perform well or apply deferral for the exam? No worries! You can rejoin the course for free!



# 3

### Rejoin Our Course for FREE

You can rejoin the same level CFA course within 6 months\*!

## You are eligible to rejoin our course if you:



### You must meet the following criteria:

1. Enrolled in our **CFA 2025** Full Package; and
2. Submit Exam Fail Notice / Approved Deferral Proof from CFAI; and
3. Submit new Exam Registration Notice for the same level enrolled;
4. Complete the CFA Enrollment Form

\*The Free 6-month Rejoin Pass is valid for a period of six (6) consecutive months from the end of the online platform subscription date of the enrolled semester which is the end of the month after the exam of your enrolled semester. Terms and Conditions apply.

# TRAINER'S PROFILE



**Dr. Kyle Wong**

PhD(Cornell), CFA, FRM

- Over 16 years of experience in teaching CFA Level I, II and III
- Design, develop and deliver financial training programs to top financial institutions and MNCs
- Expertise in investment tools, risk management, financial analysis, hedge fund, structured products, portfolio management and wealth management
- Subject expert of CFA Level III essay questions
- Trainer of the first CFA Level III Essay Writing workshop in Hong Kong
- Currently Director of Kaplan's Financial Markets Division
- COO of Avant Capital Management, a greater China value focused hedge fund
- Columnist for i-Money Magazine
- Joined from DBS, where he was VP of Complex Hybrid Products. Prior to that, he held numerous executive positions at Merrill Lynch, HSBC, RBC, Citi in Canada, Singapore and Hong Kong

Demo  
Lecture



**Mr. Jonathan Lau**

BA Econ (Cambridge), CFA

- Investment specialist with over 12 years of experience in multi-asset investments
- Was Head of Research for 7 years at Brooks Macdonald Asset Management based in London with over US\$13bn in assets under management
- Co-chaired the Asset Allocation Committee that oversaw the investment process, fund selection and marco research strategy
- Prior to that, held positions in Deutsche Bank's corporate team and IFG, a financial services company, where he managed pension funds
- Passionate trainer who will share tips from his experience in passing all three levels of the exam in one-go

Demo  
Lecture



**Mr. J. Lam**

MSc Financial Mathematics (HKUST), CFA, CFA Cert. in ESG Investing

- Over 15 years of experience in the financial industry in multi-asset classes, including equities, derivatives, and convertibles
- An expert in portfolio management, risk management, hedge fund, and structured products
- Held senior positions at numerous asset management firms, where he managed equity asset portfolios
- A passionate trainer, with extensive experience in valuation, financial statements, and risk management, who can distill complex concepts into simple ideas

Demo  
Lecture



# WHAT OUR STUDENTS SAY

**96%**

of our STUDENTS said Kaplan's CFA® exam preps useful



Hear what our students say



I found that Kaplan's prep course for the CFA® program is incredibly helpful for a number of reasons. Most importantly, we had a great teacher - engaging, enthusiastic, helpful, and highly exam-focused.

I'm also grateful for his detailed, step-by-step approaches in teaching us how to answer exam questions. Also, the catch-up videos were very helpful for reviewing concepts and catching things I had missed in class!

**Sarah Peterson**  
Level I & II Alumni

## ONLINE STORE SPECIAL

**EXTRA UP TO \$300 OFF**

(Limited Offer) with promotional code:

- MAY CFA2025MAY
- AUG CFA2025AUG
- NOV CFA2025NOV



Enroll Now



## WIN-WIN REFERRAL PROGRAM

Get **\$1,000 up** together



## FREE WELCOME GIFT

Register with Customer Service and follow our channels now!

Facebook: **kfmhk**  
Instagram: **kaplanhk\_fm**



**SOCIAL MEDIA OFFER**

## Upon successful enrollment (Full Package) Start your preparation before class commencement

### 1 Online pre-course

Enroll Full Package for our exclusive online pre-course features:

#### Level I only

Approximate 9 hours of online instruction on Fundamental Financial Reporting, Financial Maths, Basic Economics and BAII+ Calculator tips

### 2 Add-on Schweser Essential Package at discounted price



Scan QR code ▶  
For course material availability



# FAQ

## Q1 Is your course suitable for me if I don't have solid background in Finance? Will it be difficult for me to catch up in class?

Our most complete 3-Phase learning strategy (Education + Revision + Mock Exam) for the CFA® Program, known as **Full Package** is the most comprehensive training in Hong Kong. We not only help you build core concepts but also take it further by enhancing exam techniques and rehearsing exam.

For students who do not have background in business nor strong financial knowledge, we offer **Free Online Pre-course** for those who enroll in our Level I Full Package. Approximate 9 hours of online instruction on fundamental concepts helps you build a solid foundation and acquire key skills required to ensure a smooth start.

We also recommend you to begin your CFA® Program journey with our **Free Resources**, including CFA® Fundamental eBook, Calculator Workshop etc. For details, please refer to <https://fmlanding.kaplan.com.hk/>.

## Q2 Will you help me register the exam?

You are responsible for registration of the CFA® exam. If you have not done so, you can register online at: [www.cfainstitute.org/programs/cfa/register](http://www.cfainstitute.org/programs/cfa/register). Please beware of the exam registration deadline indicated on CFA Institute Official Website.

## Q3 How long should I prep the exam?

The CFA® exam is tough, CFA Institute recommends **minimum of 300 hours** of study time for each level. Instead of expending more energy and time trying to figure out the complexities of the curriculum, outsource it to a professional like Kaplan. So you can study more efficiently. Our most complete CFA® Program 3-Phase learning strategy (Education + Revision + Mock Exam) includes everything you need to maximize study effectiveness. The duration of our program takes 3 to 5 months to get you exam-ready.

## Q4 I may not be able to attend some of the sessions. What should I do?

Don't worry, we have the best solution for you. Our Online Catch-up Videos are here to prevent you from missing any classes. Contact our Customer Service Officer and request:

### Catch-up Videos

Education Program, Revision Course, Mock Review with trainer annotations is recorded and available for viewing anywhere with internet access

## Q5 Which trainer is better?

Any educational program is only as good as the people who construct and deliver it. We have assembled the most effective, well-respected, and competent team of professional trainers to create and deliver Kaplan Exam Prep.

To learn more of their teaching styles and how trainers work through problems, you are welcome to attend our free seminars. For dates of upcoming seminars and to register, please visit: [www.kaplan.com.hk/financial-markets/events](http://www.kaplan.com.hk/financial-markets/events).

## Q6 Which study solution is right for me?

Majority of people would prefer following a pre-set schedule, interacting with trainer and participants, learning in a classroom environment. **Our Full Package** has helped thousands of candidates to prepare for the exam effectively.

If you are juggling between career and study which makes attending classroom class almost impossible, with our **Live-streaming and Online Catch-up video service**, or **Kaplan Schweser Self-study Package**, you have the freedom and flexibility to decide what fits your learning style and condition.

## Q7 Any pass guarantee?

We understand that the qualification can be tough to pass, if you don't get the result you wanted, not all is lost. Therefore we offer free rejoin pass for you. Details please refer to Page 4.

## Q8 I think your program is quite expensive. May I know why I should choose Kaplan for preparing my CFA® exam?

We offer one of the **highest number of hours** of training program in Hong Kong. Designed around a 3-Phase learning strategy (Education + Revision + Mock), all our courses are guided by academic researches on the most effective study method to prepare for the exam. Many providers stop in the Education Phase. We take it further by enhancing exam techniques and rehearsing exam in the Revision Course and Mock Exam.

## Q9 I want to know more about the exam. Where can I find more information?

### Hong Kong Office

27/F, Henley Building, 5 Queen's Road Central  
Hong Kong  
Tel: 8009 60799  
24-hour Info: 8228 8820

### Head Office in US

Email: [info@cfainstitute.org](mailto:info@cfainstitute.org)  
Tel: +1 (434)951-5499  
Fax: +1 (434) 951-5262  
Website: [www.cfainstitute.org](http://www.cfainstitute.org) (login to submit inquiry at website)



## CFA LEVEL I - COURSE SCHEDULE

## EDUCATION PROGRAM

60 hours

20 sessions

TRAINER >		CLASSROOM + ONLINE Classroom + Live Streaming + Online Catch up						
		KYLE WONG CANTONESE			JONATHAN LAU ENGLISH			
		DATE	DAY	TIME	DATE	DAY	TIME	
1	Quantitative Methods**	20/10/24	Sun	10:00 - 13:00	12/10/24	Sat	10:00 - 13:00	
2	Quantitative Methods	20/10/24	Sun	14:00 - 17:00	12/10/24	Sat	14:00 - 17:00	
3	Quantitative Methods + Online Progress Test Release	23/10/24	Wed	19:00 - 22:00	19/10/24	Sat	10:00 - 13:00	
4	Financial Statement Analysis**	27/10/24	Sun	10:00 - 13:00	19/10/24	Sat	14:00 - 17:00	
5	Financial Statement Analysis	27/10/24	Sun	14:00 - 17:00	26/10/24	Sat	10:00 - 13:00	
6	Financial Statement Analysis	03/11/24	Sun	10:00 - 13:00	26/10/24	Sat	14:00 - 17:00	
7	Financial Statement Analysis + Online Progress Test Release	03/11/24	Sun	14:00 - 17:00	02/11/24	Sat	10:00 - 13:00	
8	Portfolio Management	06/11/24	Wed	19:00 - 22:00	02/11/24	Sat	14:00 - 17:00	
9	Portfolio Management + Corporate Issuers	10/11/24	Sun	10:00 - 13:00	09/11/24	Sat	10:00 - 13:00	
10	Corporate Issuers	10/11/24	Sun	14:00 - 17:00	09/11/24	Sat	14:00 - 17:00	
11	Equity	17/11/24	Sun	10:00 - 13:00	16/11/24	Sat	10:00 - 13:00	
12	Equity + Online Progress Test Release	17/11/24	Sun	14:00 - 17:00	16/11/24	Sat	14:00 - 17:00	
13	Fixed Income	20/11/24	Wed	19:00 - 22:00	23/11/24	Sat	10:00 - 13:00	
14	Fixed Income	24/11/24	Sun	10:00 - 13:00	23/11/24	Sat	14:00 - 17:00	
15	Fixed Income	24/11/24	Sun	14:00 - 17:00	30/11/24	Sat	10:00 - 13:00	
16	Derivatives	08/12/24	Sun	10:00 - 13:00	30/11/24	Sat	14:00 - 17:00	
17	Derivatives + Alternative Investments + Online Progress Test Release	08/12/24	Sun	14:00 - 17:00	07/12/24	Sat	10:00 - 13:00	
18	Economics**	11/12/24	Wed	19:00 - 22:00	07/12/24	Sat	14:00 - 17:00	
19	Economics + Online Progress Test Release	15/12/24	Sun	10:00 - 13:00	14/12/24	Sat	10:00 - 13:00	
20	Ethical and Professional Standards + Online Progress Test Release	15/12/24	Sun	14:00 - 17:00	14/12/24	Sat	14:00 - 17:00	

## REVISION COURSE

27 hours

9 sessions

TRAINER >		CLASSROOM + ONLINE Classroom + Live Streaming + Online Catch up						
		KYLE WONG CANTONESE			JONATHAN LAU ENGLISH			
		DATE	DAY	TIME	DATE	DAY	TIME	
1	Quantitative Methods**	05/01/25	Sun	10:00 - 13:00	04/01/25	Sat	10:00 - 13:00	
2	Financial Statement Analysis**	05/01/25	Sun	14:00 - 17:00	11/01/25	Sat	10:00 - 13:00	
3	Financial Statement Analysis	12/01/25	Sun	10:00 - 13:00	11/01/25	Sat	14:00 - 17:00	
4	Portfolio Management + Corporate Issuers	12/01/25	Sun	14:00 - 17:00	18/01/25	Sat	10:00 - 13:00	
5	Corporate Issuers + Alternative Investments	19/01/25	Sun	10:00 - 13:00	18/01/25	Sat	14:00 - 17:00	
6	Equity	19/01/25	Sun	14:00 - 17:00	25/01/25	Sat	10:00 - 13:00	
7	Fixed Income	23/01/25	Thu	19:00 - 22:00	25/01/25	Sat	14:00 - 17:00	
8	Derivative Investments + Economics**	02/02/25	Sun	10:00 - 13:00	01/02/25	Sat	10:00 - 13:00	
9	Economics + Ethical and Professional Standards	02/02/25	Sun	14:00 - 17:00	01/02/25	Sat	14:00 - 17:00	

## ONLINE MOCK

4.5 hours

DATE	DAY	TIME
08/02/2025	Sat	10:00 - 12:15 & 12:45 - 15:00

\*\*Pre-requisite reading video on [Quantitative Methods](#), [Financial Statement Analysis](#) and [Economics](#) is available for student, you are strongly advised to review through our Kaplan eLearning platform before class to strengthen your foundation.

## MOCK EXAM REVIEW

3 hours

TRAINER >		CLASSROOM + ONLINE Classroom + Live Streaming + Online Catch up						
		KYLE WONG CANTONESE			JONATHAN LAU ENGLISH			
		DATE	DAY	TIME	DATE	DAY	TIME	
		13/02/25	Thu	19:00 - 22:00	12/02/25	Wed	19:00 - 22:00	

# CFA LEVEL I - COURSE SCHEDULE

LEVEL

MAY

## EDUCATION PROGRAM

60 hours

20 sessions

	TRAINER >	CLASSROOM + ONLINE Classroom + Live Streaming + Online Catch up			ONLINE	
		J. LAM CANTONESE	J. Lam will deliver the session via Live-streaming from other region.		KYLE WONG CANTONESE	JONATHAN LAU ENGLISH
		DATE	DAY	TIME	DATE	DATE
1	Quantitative Methods**	09/01/25	Thu	19:00 - 22:00	Videos will be released by phases from late Oct to late Dec	Videos will be released by phases from late Oct to late Dec
2	Quantitative Methods	14/01/25	Tue	19:00 - 22:00		
3	Quantitative Methods + <b>Online Progress Test Release</b>	16/01/25	Thu	19:00 - 22:00		
4	Financial Statement Analysis**	21/01/25	Tue	19:00 - 22:00		
5	Financial Statement Analysis	23/01/25	Thu	19:00 - 22:00		
6	Financial Statement Analysis	04/02/25	Tue	19:00 - 22:00		
7	Financial Statement Analysis + <b>Online Progress Test Release</b>	11/02/25	Tue	19:00 - 22:00		
8	Portfolio Management	13/02/25	Thu	19:00 - 22:00		
9	Portfolio Management + Corporate Issuers	18/02/25	Tue	19:00 - 22:00		
10	Corporate Issuers	20/02/25	Thu	19:00 - 22:00		
11	Equity	25/02/25	Tue	19:00 - 22:00		
12	Equity + <b>Online Progress Test Release</b>	27/02/25	Thu	19:00 - 22:00		
13	Fixed Income	04/03/25	Tue	19:00 - 22:00		
14	Fixed Income	06/03/25	Thu	19:00 - 22:00		
15	Fixed Income	11/03/25	Tue	19:00 - 22:00		
16	Derivatives	13/03/25	Thu	19:00 - 22:00		
17	Derivatives + Alternative Investments + <b>Online Progress Test Release</b>	18/03/25	Tue	19:00 - 22:00		
18	Economics**	20/03/25	Thu	19:00 - 22:00		
19	Economics + <b>Online Progress Test Release</b>	25/03/25	Tue	19:00 - 22:00		
20	Ethical and Professional Standards + <b>Online Progress Test Release</b>	27/03/25	Thu	19:00 - 22:00		

## REVISION COURSE

27 hours

9 sessions

	TRAINER >	CLASSROOM + ONLINE Classroom + Live Streaming + Online Catch up			ONLINE	
		J. LAM CANTONESE	J. Lam will deliver the session via Live-streaming from other region.		KYLE WONG CANTONESE	JONATHAN LAU ENGLISH
		DATE	DAY	TIME	DATE	DATE
1	Quantitative Methods**	01/04/25	Tue	19:00 - 22:00	Video will be released by phases from mid Jan to Early Feb	Video will be released by phases from mid Jan to Early Feb
2	Financial Statement Analysis**	03/04/25	Thu	19:00 - 22:00		
3	Financial Statement Analysis	08/04/25	Tue	19:00 - 22:00		
4	Portfolio Management + Corporate Issuers	10/04/25	Thu	19:00 - 22:00		
5	Corporate Issuers + Alternative Investments	15/04/25	Tue	19:00 - 22:00		
6	Equity	17/04/25	Thu	19:00 - 22:00		
7	Fixed Income	22/04/25	Tue	19:00 - 22:00		
8	Derivative Investments + Economics**	24/04/25	Thu	19:00 - 22:00		
9	Economics + Ethical and Professional Standards	29/04/25	Tue	19:00 - 22:00		

## ONLINE MOCK

4.5 hours

DATE	DAY	TIME
3/5/2025	Sat	10:00 - 12:15 & 12:45 - 15:00

\*\*Pre-requisite reading video on [Quantitative Methods](#), [Financial Statement Analysis](#) and [Economics](#) is available for student, you are strongly advised to review through our Kaplan eLearning platform before class to strengthen your foundation.

## MOCK EXAM REVIEW

3 hours

	TRAINER >	CLASSROOM + ONLINE Classroom + Live Streaming + Online Catch up			ONLINE	
		J. LAM CANTONESE	J. Lam will deliver the session via Live-streaming from other region.		KYLE WONG CANTONESE	JONATHAN LAU ENGLISH
		DATE	DAY	TIME	DATE	DATE
		08/05/25	Thu	19:00 - 22:00	04/05/25	04/05/25

## CFA LEVEL I - COURSE SCHEDULE

## EDUCATION PROGRAM

60 hours

20 sessions

		ONLINE		
		J. LAM CANTONESE	KYLE WONG CANTONESE	JONATHAN LAU ENGLISH
		VIDEO RELEASE DATE		
1	Quantitative Methods**	<p><i>Video will be released by phases from mid Jan to late Mar</i></p> <p><b>Study Tips:</b></p> <p>Please ensure to review all session <a href="#">videos</a> and complete the <a href="#">progress tests</a>. This preparation will solidify your knowledge of the exam concepts, ideally <a href="#">four to six months prior</a>.</p>	<p><i>All videos are available for review</i></p>	<p><i>All videos are available for review</i></p>
2	Quantitative Methods			
3	Quantitative Methods + <b>Online Progress Test Release</b>			
4	Financial Statement Analysis**			
5	Financial Statement Analysis			
6	Financial Statement Analysis			
7	Financial Statement Analysis + <b>Online Progress Test Release</b>			
8	Portfolio Management			
9	Portfolio Management + Corporate Issuers			
10	Corporate Issuers			
11	Equity			
12	Equity + <b>Online Progress Test Release</b>			
13	Fixed Income			
14	Fixed Income			
15	Fixed Income			
16	Derivatives			
17	Derivatives + Alternative Investments + <b>Online Progress Test Release</b>			
18	Economics**			
19	Economics + <b>Online Progress Test Release</b>			
20	Ethical and Professional Standards + <b>Online Progress Test Release</b>			

## REVISION COURSE

27 hours

9 sessions

		ONLINE		
		J. LAM CANTONESE	KYLE WONG CANTONESE	JONATHAN LAU ENGLISH
		VIDEO RELEASE DATE		
1	Quantitative Methods**	<p><i>Video will be released by phases from Early Apr to Early May</i></p> <p><b>Study Tips:</b></p> <p>Please ensure to review all session <a href="#">videos</a> and practice the Q&amp;A. This preparation will help you achieve optimal results ahead of the exam, ideally <a href="#">one to two months prior</a>.</p>	<p><i>Video will be released by phases from mid Jan to Early Feb</i></p>	<p><i>Video will be released by phases from mid Jan to Early Feb</i></p>
2	Financial Statement Analysis**			
3	Financial Statement Analysis			
4	Portfolio Management + Corporate Issuers			
5	Corporate Issuers + Alternative Investments			
6	Equity			
7	Fixed Income			
8	Derivative Investments + Economics**			
9	Economics + Ethical and Professional Standards			

## ONLINE MOCK

4.5 hours

EXAM	DATE	DAY	TIME
AUG	02/08/25	Sat	10:00 - 12:15 & 12:45 - 15:00
NOV	01/11/25	Sat	10:00 - 12:15 & 12:45 - 15:00

\*\*Pre-requisite reading video on [Quantitative Methods](#), [Financial Statement Analysis](#) and [Economics](#) is available for student, you are strongly advised to review through our Kaplan eLearning platform before class to strengthen your foundation.




## MOCK EXAM REVIEW

3 hours

ONLINE		
J. LAM CANTONESE	KYLE WONG CANTONESE	JONATHAN LAU ENGLISH
VIDEO RELEASE DATE		
<p><b>AUG</b> : Video will be available from 03/08/25</p> <p><b>NOV</b> : Video will be available from 02/11/25</p>		

# CFA LEVEL I - COURSE FEE (2025)

## Enroll Early to Save 17% on Full Package


	EARLY BIRD PRICE	ORIGINAL PRICE
<p><b>*Full package</b> includes all three phases learning:</p>  <b>Education</b> >  <b>Revision</b> >  <b>Mock &amp; Review</b>	HK\$9,950 <sup>^</sup>	HK\$12,000
<p>Our package guides you through the entire learning process from knowledge building (education) to knowledge reinforcement (revision) to mock exam which equips you for exam-day success.</p>		

### Add-on (Optional)

Get a set of 2025 Schweser Essential Package (Online) at HK\$3,900 (Retail Price HK\$5,700) to further increase your content retention. Extra HK\$1,200 for the printed material of SchweserNotes & QuickSheet Kit. Available for student who enrolled Full Package only.



## Enroll Early to Save 16% on Revision Course

	EARLY BIRD PRICE	ORIGINAL PRICE
 <b>Revision</b>	HK\$5,460 <sup>^</sup>	HK\$6,500
<p>Revision course would be recommended, if you already has a strong understanding of the curriculum but needs to learn and/or refresh themselves with the curriculum.</p>		

\*Course fees apply to both classroom learning and online learning.

<sup>^</sup>Refer to the Enrollment Form for the Early Bird Deadline for each exam window.

### Interest-free Installments

Card holders of HSBC/SC VISA/Master card, and selected Amex Cards can enjoy:

3/6-month(HSBC/SC) or 12-month(Amex) interest-free installment for fees of \$6,000 or above in single payment.

Credit cards bearing the American Express name, brand or logo issued by its licensees in Hong Kong are eligible for the Interest Free Installment Plan. Credit Cards, Corporate Cards, and US Dollars Cards issued in Hong Kong by American Express International, Inc. and all American Express Cards issued outside of Hong Kong are not eligible for this Interestfree Installment Plan. Please check with Kaplan for details.

### Free Seminars & Demo Lecture

Understand more about the curriculum and exam tips. Trainer is here to answer your questions.

**RSVP Now:**

<https://www.kaplan.com.hk/event-list>



### Upon successful enrollment (Full Package)

Start your preparation before class commencement

#### Online pre-course

Enroll Full Package by early bird deadline for our exclusive online pre-course features:

Level I:

Approximate 9 hours of online instruction on Fundamental Financial Reporting, Financial Maths, Basic Economics and BAII+ Calculator tips



## ONLINE STORE SPECIAL

### EXTRA UP TO \$300 OFF

(Limited Offer) with promotional code:



Enroll Now

MAY

CFA2025MAY

AUG

CFA2025AUG

NOV

CFA2025NOV

### WIN-WIN REFERRAL PROGRAM

Get **\$1,000 up** together



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**kfmhk**

Instagram:  
**kaplanhk\_fm**



**SOCIAL MEDIA OFFER**

### Kaplan Financial (HK) Limited

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

(852) 2526 3686

✉ [hkcf@kaplan.com](mailto:hkcf@kaplan.com)

📘 kfmhk

☎ (852) 5628 8939

☎ (852) 2501 0589

🌐 [www.kaplan.com.hk/kfm](http://www.kaplan.com.hk/kfm)

📷 [kaplanhk\\_fm](https://www.instagram.com/kaplanhk_fm)

GOT Qs?  
Scan it!



### 1 Personal Particulars ▶

\*Must complete

I am  New Student  Old Student  Free Rejoin Student

\* (Mr/Mrs/Miss) Surname: \_\_\_\_\_

\*Forename: \_\_\_\_\_

\*Mobile/ Contact No.: \_\_\_\_\_

CFA Candidate No.: \_\_\_\_\_

\*HKID/ Passport No.: \_\_\_\_\_  
(First 4 digits. i.e. A123)

Nationality: \_\_\_\_\_  
(This field must be completed if a passport no. is provided)

\*Email: \_\_\_\_\_

\*Year of Birth: \_\_\_\_\_ (YYYY)  
 I have reached the age of 18 or above

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Delivery Address: \_\_\_\_\_  
Applicable to Online Program only. Leave it blank if it is the same as your postal address. Please provide a weekday daytime delivery address and ensure that either yourself or an authorized person will receive the order.

### 2 Education ▶

Highest Education Achieved\*  Bachelor's degree, Major in \_\_\_\_\_  Master's degree in \_\_\_\_\_

Doctoral degree in \_\_\_\_\_  At least 4 years of full-time professional work experience

Current student, exam window must be within 23 months of your graduation month of bachelor degree, major in \_\_\_\_\_

### 3 Class Selection ▶

		Classroom + Online with Live streaming and Online Catch-up	Online	Early Bird Price	Full Price
May	<b>Level I Full Package</b> (with Education, Revision Course and Mock Exam & Review)	<input type="checkbox"/> J. Lam (Cantonese) <i>J. Lam will deliver the session via Live-streaming from other region.</i>	<input type="checkbox"/> Kyle Wong (Cantonese) <input type="checkbox"/> Jonathan Lau (English)	On or before 3 Jan 25 <input type="checkbox"/> \$9,950	4 Jan 25 onwards <input type="checkbox"/> \$12,000
	<b>Level I Revision Course</b>	<input type="checkbox"/> J. Lam (Cantonese) <i>J. Lam will deliver the session via Live-streaming from other region.</i>	<input type="checkbox"/> Kyle Wong (Cantonese) <input type="checkbox"/> Jonathan Lau (English)	On or before 25 Mar 25 <input type="checkbox"/> \$5,460	26 Mar 25 onwards <input type="checkbox"/> \$6,500
	<b>Level II Full Package</b> (with Education, Revision Course and Mock Exam & Review)	<input type="checkbox"/> Kyle Wong (Cantonese)		On or before 1 Feb 25 <input type="checkbox"/> \$13,950	2 Feb 25 onwards <input type="checkbox"/> \$16,400
	<b>Level II Revision Course</b>	<input type="checkbox"/> Kyle Wong (Cantonese)		On or before 5 Apr 25 <input type="checkbox"/> \$7,600	6 Apr 25 onwards <input type="checkbox"/> \$9,500
May	<b>Add-on: Schweser Essential Package (Online)<sup>(1)</sup></b> (includes SchweserNotes™ with Quicksheets, Videos, Qbank, Mock exams & other resources)			<input type="checkbox"/> <b>Level I</b> \$3,900 (original \$5,700)	
	<b>Add-on: SchweserNotes™ with Quicksheet (Printed)<sup>(2)</sup></b>			<input type="checkbox"/> <b>Level II</b> \$4,050 (original \$6,100)	
				<input type="checkbox"/> <b>Level I</b> \$1,200	
				<input type="checkbox"/> <b>Level II</b> \$1,200	


		Online	Early Bird Price	Full Price	
Aug	<b>Level I Full Package</b> (with Education, Revision Course and Mock Exam & Review)	<input type="checkbox"/> J. Lam (Cantonese)	On or before 26 Apr 25	27 Apr 25 onwards	
		<input type="checkbox"/> Kyle Wong (Cantonese)	<input type="checkbox"/> \$9,950	<input type="checkbox"/> \$12,000	
		<input type="checkbox"/> Jonathan Lau (English)			
	<b>Level I Revision Course</b>	<input type="checkbox"/> J. Lam (Cantonese)	On or before 28 Jun 25	29 Jun 25 onwards	
		<input type="checkbox"/> Kyle Wong (Cantonese)	<input type="checkbox"/> \$5,460	<input type="checkbox"/> \$6,500	
		<input type="checkbox"/> Jonathan Lau (English)			
<b>Level II Full Package</b> (with Education, Revision Course and Mock Exam & Review)	<input type="checkbox"/> Kyle Wong (Cantonese)	On or before 26 Apr 25	27 Apr 25 onwards		
		<input type="checkbox"/> \$13,950	<input type="checkbox"/> \$16,400		
<b>Level II Revision Course</b>	<input type="checkbox"/> Kyle Wong (Cantonese)	On or before 28 Jun 25	29 Jun 25 onwards		
<b>Level III Full Package</b> (with Education, Revision Course and Mock Exam & Review)	<input type="checkbox"/> Portfolio Management	Kyle Wong (Cantonese)	On or before 26 Apr 25	27 Apr 25 onwards	
			<input type="checkbox"/> \$14,600	<input type="checkbox"/> \$17,200	
<b>Level III Revision Course</b>	<input type="checkbox"/> Private Wealth	Kyle Wong (Cantonese)	On or before 28 Jun 25	29 Jun 25 onwards	
				<input type="checkbox"/> \$8,720	<input type="checkbox"/> \$10,900
Aug	<b>Add-on: Schweser Essential Package (Online)<sup>(1)</sup></b> (includes SchweserNotes™ with Quicksheets, Videos, Qbank, Mock exams & other resources)			<input type="checkbox"/> <b>Level I</b> \$3,900 (original \$5,700)	
				<input type="checkbox"/> <b>Level II</b> \$4,050 (original \$6,100)	
				<input type="checkbox"/> <b>Level III</b> \$4,250 (original \$6,500)	
	<b>Add-on: SchweserNotes™ with Quicksheet (Printed)<sup>(1)</sup></b>			<input type="checkbox"/> <b>Level I</b> \$1,200	
				<input type="checkbox"/> <b>Level II</b> \$1,200	
				<input type="checkbox"/> <b>Level III</b> \$1,200	



Class Selection ▶		Online	Early Bird Price	Full Price
NOV	Level I Full Package (with Education, Revision Course and Mock Exam & Review)	<input type="checkbox"/> J. Lam (Cantonese)	On or before 26 Jul 25	27 Jul 25 onwards
		<input type="checkbox"/> Kyle Wong (Cantonese)	<input type="checkbox"/> \$9,950	<input type="checkbox"/> \$12,000
		<input type="checkbox"/> Jonathan Lau (English)		
	Level I Revision Course	<input type="checkbox"/> J. Lam (Cantonese)	On or before 27 Sep 25	28 Sep 25 onwards
		<input type="checkbox"/> Kyle Wong (Cantonese)	<input type="checkbox"/> \$5,460	<input type="checkbox"/> \$6,500
		<input type="checkbox"/> Jonathan Lau (English)		
	Level II Full Package (with Education, Revision Course and Mock Exam & Review)	<input type="checkbox"/> Kyle Wong (Cantonese)	On or before 26 Jul 25	27 Jul 25 onwards
			<input type="checkbox"/> \$13,950	<input type="checkbox"/> \$16,400
Level II Revision Course		On or before 27 Sep 25	28 Sep 25 onwards	
	<input type="checkbox"/> Kyle Wong (Cantonese)	<input type="checkbox"/> \$7,600	<input type="checkbox"/> \$9,500	
NOV	Add-on: Schweser Essential Package (Online) <sup>(1)</sup> (includes SchweserNotes™ with Quicksheets, Videos, Qbank, Mock exams & other resources)		<input type="checkbox"/> Level I \$3,900 (original \$5,700)	
			<input type="checkbox"/> Level II \$4,050 (original \$6,100)	
	Add-on: SchweserNotes™ with Quicksheet (Printed) <sup>(1)</sup>		<input type="checkbox"/> Level I \$1,200	
			<input type="checkbox"/> Level II \$1,200	

**Online Learning System Validation and its policy**

Please view this demo link by scanning the QR code or browsing <https://bit.ly/3coyGGD> on your computer which you will access online lecture



Others	
Texas Instruments BA-II Plus™ Financial Calculator	<input type="checkbox"/> \$380
Free Rejoin Pass Redemption*	<input type="checkbox"/> \$0

\*Terms and conditions apply

**Total Payable**

**4 Method of Payment ▶**

Cheque No \_\_\_\_\_  Cash  EPS  FPS  PayMe  
(payable to "Kaplan Financial (HK) Limited." Cheque should be received by Kaplan Financial 7 working days before course commencement.)

Credit Card Installment (Transaction over \$6,000 only. Must enroll in person. Do not send by fax/post)

Credit Card (full payment)  VISA  AMEX  MasterCard

For Email, Fax and Post Order Only

Card Number _____ - _____ - _____ - _____	Expiry Date ____ / ____
Card Holder _____	Signature _____

**Declarations**

- I declare that all information provided in this form and all attached documents are, to the best of my knowledge, accurate and complete.
- I have understood and hereby agree to provide relevant proof of my academic qualifications and work experience upon request from Kaplan Financial at any time.
- I consent that I will abide by all the Rules, Regulations, and Code of Conduct of your company.
- I have read, understood and hereby agree to the terms and conditions stipulated on the brochure, enrollment form and on Kaplan Financial's website.
- I have met the system requirements of the eLearning platform and the testing result is satisfactory.
- I wish to receive Kaplan Information by email in the future.

Signature \_\_\_\_\_

Date \_\_\_\_\_

- Payment Methods**
- VISA / Master / Amex Card  
Payment can be made in person, by fax, email or by mail (see address at the bottom) or via online store. Interest-free installment: For transaction over \$6,000. Payment has to be made in person. Cardholders of HSBC/SC VISA / Mastercard and selected Amex Cards can enjoy a 3/6-month (HSBC/SC) or 12-month (Amex) interest-free installment for course fees of \$6,000 or above in single payment. The cardholder has to be the student himself/herself. Amex Cardholders, please call us first at +852 2526 3686 to check your credit card eligibility.
  - Cash / EPS  
Fees can be paid by cash or EPS at our E-Tech Centre Campus.
  - Cheque  
Fees can be paid by crossed cheque made payable to "Kaplan Financial (HK) Limited". Please mail the cheque and all required documents to us. Kaplan will not be responsible for any loss of payment sent by mail. If you are enrolling a course that will commence in less than 7 working days, you are advised against using cheque in view of delay arising from postage delay and bank clearance.
  - FPS / PayMe  
Fees can be paid by FPS or PayMe at our E-Tech Centre Campus or via our online store (<https://store.kaplan.com.hk/>).

**Notes to Visa Holder Applicants**

Holders of valid working visas or dependency visas are welcomed to consult Kaplan for admissions to live classes. 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 live class 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.

## Terms and Conditions

Terms and Conditions are subject to change without notice. Please review the full and most updated version from our website [www.kaplan.com.hk/kfm](http://www.kaplan.com.hk/kfm) periodically. All matters and disputes will be subject to the final decision of Kaplan. These Terms and Conditions set out your entire agreement with Kaplan Financial for the particular course and supersede all previous agreements or understandings made (verbally or in writing) in relation to the course.

### Enrollment Policy

1. A completed enrollment form/order form must be accompanied by payment in full.
2. Prices are subject to change and we reserve the right to charge additional amounts to reflect any pricing changes taking effect before course commencement date(s).
3. Kaplan Financial reserves the right to cancel a course if enrollment is insufficient and/or make alterations regarding trainers, class locations, class schedules, topic sequence and time allocated to each topic should the circumstances so required.
4. Course administration details including confirmed dates and teaching venue will be emailed to students approximately 3 working days prior to course commencement.
5. Classroom courses will be delivered in person, unless there are health and safety measures or other unexpected situations that Kaplan is unable to ensure the safety of campus. If such situation occurs, the lessons may be delivered online without providing face-to-face sessions.

### Attendance Policy

6. An attendance sheet will be placed either outside or near the entrance of the classroom for sign-in. It is students' responsibility to sign for each session, as well as signing-in before students enter the classroom. It is students' responsibility to sign accurately and on time, as the signatures will be served as the only record of attendance.
7. Courses are not transferable between individuals. Under all circumstances, nobody except the registered students can participate in the registered class or gain access to student services. Kaplan Financial does not accept substitutes, in whole or in part, to obtain services, attend classes and sign on behalves. Regular attendance check, that involves a quick check of valid ID and contact information, will be conducted throughout the course without notice. Once entered into the premises, individuals will be bound by Kaplan Financial's school regulations.
8. Students are not allowed to swap or transfer class without Kaplan Financial's written or email approval.

### Cancellation Policy

9. 50% course fee is refundable at any time up to 2 weeks prior to the course commencement date. No refund is allowed thereafter.
10. Cost of any course notes, Kaplan Schweser products and financial calculator are not refundable.
11. Cancellations will be subject to an administrative fee of \$400 per course.
12. Funds received but not utilized or refunded in accordance with these Terms and Conditions will be forfeited to Kaplan Financial.
13. Refund will only be arranged upon the receipt of all necessary documents and course fee paid will be refunded to the participant by cheque.
14. Any request for refund due to extenuating personal reasons will be considered and determined on a case by case basis, upon presentation of supporting documentation. The common extenuating reasons are illness, accident, pregnancy and bereavement.
15. The following reasons will not be grounds for refund: students' financial circumstances, failure to register for an exam, taking the exam in a later exam sitting, not pursuing the designation, change of work circumstances (i.e. job, location, working hours, obligations etc), difficulty level of course not suitable, dislike of trainer's presentation style.

### Transfer Policy

16. Kaplan Financial would only accept written request to transfer to another class of the same course in the same exam sitting at any time up to 2 weeks prior to original course commencement. The request will be assessed and approved on a case-by-case basis, subject to classroom capacity and other conditions decided by Kaplan Financial. Any approved transfer will be subjected to an administrative fee of \$400 per course. This fee is non-refundable and non-transferable.
17. Students must complete the course in the current exam sitting and are not allowed to transfer or defer any portion of the course and fees to the future exam sittings.

### Attendance Certificate for CPT Purpose (available for Classroom Learning only)

18. For subjects relevant to the individual's function and which may help to enhance the performance of their job functions would meet CPT purpose. It is up to the employers or corporations to determine suitability of the course in meeting CPT requirement. Individuals are responsible for verifying with employers using course topics and schedule. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.
19. Within two months from the completion of the course, students may submit a request for certificate of attendance if they have achieved at least 70% attendance. \$150 will be charged for successful issuance. Certificate will be notified to collect the certificate at our centre in 14 working days.

### Live-Streaming and Online Video (available for Classroom Learning)

20. Kaplan Financial does not warrant that the live-streaming and online catch-up videos will be uninterrupted or error-free. All live-streaming and online catch-up videos are provided on an "as is, as available" basis. A substitute video of another trainer, lectured in a different language and pace might be arranged.
21. Attendance will not be counted for watching of a video for CPT or attendance purpose.
22. You agree to meet the minimum system requirements set forth for Kaplan Financial's online requirement. It is a limited license to use the content until the exam date of your enrolled semester. All online resources are to be used for the student's own personal use and benefit. Unauthorized use of the online resources may be subject to legal action.

### Swap Class (available for Classroom Learning)

23. Maximum of 6 sessions for Level I; 5 sessions for Level II & III for Classroom Learning Education Program students (2 sessions for Classroom Learning Revision Course students). You must accept and be aware that certain degree of variance do exist between classes of the same course. Swap class is only accepted for classes within the same course semester.
24. Request must be made at least 3 working days prior to the swapped class. Swap class will be accepted on a first-come, first-served basis.
25. You are required to sign on the attendance record sheet as usual when you enter a swap class. Your name will be written manually on the last page (swap class) of attendance list. Failure to sign-in on the right page would be regarded as absence.

### Online Access

26. Online Pre-course, videos and online progress tests are to be used for students' personal use and benefit. Shared use of online service is prohibited. Never share your password with anyone. Access will expire on the end of the month after the exam of your enrolled semester.
27. After the enrollment is completed, we will acknowledge your enrollment within 7 working days by (1) providing you the official receipt, (2) emailing you the login information. If you do not hear from us, please check with us at +852 2526 3686 or email to [hkcf@kaplan.com](mailto:hkcf@kaplan.com).

### Class Materials and Stationery

28. Print materials will be provided for Classroom Learning and will be distributed at regular intervals—first on the first day of the course and then throughout the course progression. Digital materials are also available and can be printed as needed for your convenience. For Online Learning, only digital materials will be provided.
29. All class materials must be collected within the same course semester.
30. Students must bring stationery and the financial calculator (Texas Instruments BAII Plus or HP 12C) to class. If students have not used HP 12C before, Kaplan Financial recommends Texas Instrument BAII Plus. Students must bring all course notes collected to class. Kaplan Financial does not have spare copies to lend.

### Housekeeping

31. All housekeeping issues of which students need to be aware, will be brought to students' attention on the first day of course.

### Copyright Policy

32. All class materials are for the sole use by registered students only. All materials, in whole or in part, may not be reproduced, shared, rent, copied or transmitted in any format or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without written permission from Kaplan Financial. The unauthorized duplication of class materials is a violation of global copyright laws.
33. Video or audio recording devices are prohibited under any circumstances.

### Online Learning

34. Enrollment to Online programmes will only be processed after Kaplan receives the applicants' signed acknowledgement of having satisfied Kaplan eLearners' system requirements. The validation aims to give you the opportunity to fully test the technology and ensure satisfactory viewing result before enrollment is processed. Your enrollment and payment will be put on hold until the validation is returned.
35. Digital course materials will be released in milestones. They can be printed as needed for your convenience.
36. This is a previous recording of a live stream class from a previous exam window in the same curricular year. Subsequent update/errata will be posted to the eLearning platform, if any.
37. It is a limited license to use the content only between the times of access is granted and the end of the month after the exam of your enrolled semester. Kaplan bears no responsibility to extend the access period, regardless of students' actual exam date.
38. For cancellations received in writing 2 weeks prior to activation of online account, 50% of the course fee will be charged. No refund is allowed thereafter.

### Kaplan Schweser Purchase

39. Sales of all products are final, non-refundable and non-returnable once order is placed and payment received.
40. Schweser study materials are protected by the laws of copyright of the United States and other countries throughout the world. Unauthorized creation, purchase, photocopy (i.e. pirated, illicit copies), scanning, use and transmitting of these materials, or portions thereof, in any form whatsoever, is a violation of the copyright law. Violators will be reported to the police and HK Customs and Excise Department where they may subject to criminal and civil liability.
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44. Kaplan will deliver to most countries, subject to additional shipping charges. You are responsible for any tax and custom duties that may apply. Please contact us for a quotation.
45. Repeating discounts cannot be combined with any other offers, discounts or promotions. Candidates must present the required supporting documents at the time order is placed.

### Feedback Mechanism

47. Kaplan Financial encourages constructive feedback on all aspects about the quality of teaching and learning. Throughout the course, if students are not satisfied about our course or services, students are advised to write to the Course Director with full descriptions and evidence. Kaplan Financial will take reasonable and prompt action to try to resolve your concerns. Complaints that are lacking in substance and not made in good faith will not be taken.
48. A course evaluation will be administered at the end of the course.

### Ethics and Standards of Professional Conduct

49. Kaplan Financial and Schweser reserve the right to report any cases of misconduct, dishonesty, fraud or deceit to CFA Institute, other professional and government bodies. This can result in disciplinary action that may include a delay in or a permanent suspension of student's participation in Kaplan Financial; also may impact on your membership and certification with CFA Institute.
50. If students see any suspicious act of unauthorized recording or illegal attendance during the class, please alert our staff. Kaplan Financial reserves our right to report any case found to the Police and relevant professional bodies, including but not limited to CFA Institute.

### Education Bureau Required Disclaimer

51. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

### Personal Data Protection

52. If you do not wish to receive our offers and updates, please email us at [hkmarketing.kf@kaplan.com](mailto:hkmarketing.kf@kaplan.com) to unsubscribe.

### Code of Conduct

53. It is the responsibility of every student to be aware of the Kaplan Hong Kong Code of Conduct's content as published in <http://www.kaplan.com.hk/code-of-conduct> and to abide by its provisions.

### Free 6-month Rejoin Pass

54. The Rejoin Pass allows students to re-enroll in the CFA Full Package without any additional charges for the specified duration.
55. The Pass is available only to Students who have previously enrolled in the CFA Full Package provided by Kaplan Financial (HK) Ltd.
56. The Free 6-month Rejoin Pass is valid for a period of six (6) consecutive months from the end of the online platform subscription date of the enrolled semester which is the end of the month after the exam of your enrolled semester.
57. To redeem the Rejoin Pass, students must provide the following documents for same level, including, i) Exam fail notice/ Proof of approval of Deferral from CFAI, ii) The new exam registration notice for the same level, iii) The official receipt of the course originally enrolled in and iv) the Kaplan CFA Enrollment form of the rejoined course.
58. Students must contact Kaplan within thirty (30) days of receiving their exam results/deferral approval to initiate the redemption process.
59. Kaplan reserves the right to verify the provided proof of Exam fail notice/ Proof of approval of Deferral from CFAI and enrollment in the CFA Full Package.
60. The availability of the CFA Full Package for rejoining is subject to Kaplan's course schedule and capacity. Kaplan will make reasonable efforts to accommodate students who wish to rejoin the course, subject to availability. We may offer courses taught by a different trainer/language for your second attempt semester in the event that Kaplan does not provide similar offerings with the same trainer and language chosen by the student in the first enrolment.
61. The Rejoin Pass is non-transferable and cannot be sold, exchanged, or redeemed for cash.
62. Kaplan reserves the right to terminate the Pass or modify these Terms and Conditions at any time without prior notice. Any such modifications, suspensions, or terminations will be effective immediately upon posting the updated Terms on our website or by other means of communication.
63. Kaplan does not guarantee that rejoining the exam preparation course will result in improved exam performance or passing the public exam.

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