KAPLAN
楷博教育

Attendance Certificate Request Form

Personal Particulars			
Name of Student:	FULL NAME	E-mail Address:	
Contact No.:		Kaplan Student No.:	If known

Examination Preparation Course Enrolled at Kaplan

Kaplan Financial (Accountancy): ☐ ACCA ☐ QP / FE ☐ CPA Australia ☐CTA ☐Basic Course

Kaplan Financial (Finance Markets): ☐ CFA ☐ FRM ☐ LE ☐ Others_____

Kaplan Test Prep: ☐ ACT ☐ SAT ☐ SSAT ☐ GMAT ☐ GRE ☐ IELTS ☐ TOEFL ☐ Others_____

Attendance Certificate Request			
Exam Diet:	MMM I YYYY	Paper / Module / Subject / Level / Part:	
Course Code:			
*Please indicate the course(s) for the attendance certificate you require:			
Full Package:	Education Class_____, Revision Class _____ and Mock Review Class_____		
Revision:	Class:_____	Mock Review:	Class:_____
IPS workshop:	Class:_____ (For CFA Level 3 only)		

Deliver Method:	
☐ In Person	☐ By Post (address as indicated below)
Mailing Address:	

Application Administration Fee Payment

☐ Cash ☐ EPS ☐ Cheque (For **Kaplan Financial** courses: please made payable to: **Kaplan Financial (HK) Limited**)

(For **Kaplan Test Prep** courses: please made payable to: **Kaplan Language Centre**)

Terms and Conditions

By signing below, I hereby agree with Kaplan's terms & conditions as stated below:-

1. A **non-refundable** administrative fee of **HK$30** per attendance certificate issuance must be settled upon this request submission;
2. Request for an attendance certificate **MUST** be made **WITHIN TWO MONTHS** starting count from the completion date of the subject course; Late requests will not be accepted;
3. A minimum of 70% attendance rate per recorded is required for request of certificate issuance; NO appeal will be accepted on attendance rate and no refund will be given.
4. Certificate(s) will be ready within **14 working days** after acknowledge of received of this request form with payment;
5. If request to pick up the certificate(s) personally, please attend Kaplan Causeway Bay Training Centre:
   G/F to 3/F, E-Tech Centre
   402-406 Hennessy Road
   Wanchai, HKSAR, China
   (Causeway Bay MTR Station: Exit A)
   Office Hours:
   MON – FRI (0900-2000) **I** SAT & SUN (0900-1800) **I** Close on Public Holidays
   Telephone: (852) 2526 3686
   Facsimile: (852) 2501 0589
6. Kaplan reserves the right to make the final decision of this request approval;
7. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.
8. Certificate for CPD/CPT Purpose: It is up to the employers, the corporations and licensing bodies to determine suitability of the training course in meeting CPD/CPT requirement. You are responsible for verifying with the relevant parties using course topics and schedule.

Signature:		Date:	DD I MM I YYYY

Customer Service Office Use Only:					
Sales Order No.:		Student No. :		Receipt No.:	
Handled By:		Date:	DD I MM I YYYY	Amount $:	

Business Office Use Only:

☐ Approved ☐ Rejected (Reason:_____)

☐ Issued ☐ Student Informed ☐ Post Date:_____ ☐ Pick Up Date: _____

Kaplan Financial Hotline: 2526 3686 Fax: 2501 0589 Email: hkinfo@kaplan.com Website: www.kaplanfinancial.com.hk
Address: G/F to 3/F, E-Tech Centre, Nos 402-406 Hennessy Road, Wanchai (Causeway Bay MTR Exit A)
Kaplan Test Prep and Admissions Hotline: 2359 9080 Fax: 2359 9130 Email: HKEng@kaplan.com Website: www.kaptest.com.hk
Address: Room 301-305 and 308, 3/F, E-Tech Centre, Nos 402-406 Hennessy Road, Wanchai (Causeway Bay MTR Exit A)