

Official Receipt Reissuance 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):	<input type="checkbox"/> ACCA <input type="checkbox"/> QP / FE <input type="checkbox"/> CPA Australia <input type="checkbox"/> CTA <input type="checkbox"/> Basic Course
Kaplan Financial (Finance Markets):	<input type="checkbox"/> CFA <input type="checkbox"/> FRM <input type="checkbox"/> CAIA <input type="checkbox"/> LE <input type="checkbox"/> Others_____
Kaplan Test Prep:	<input type="checkbox"/> ACT <input type="checkbox"/> SAT <input type="checkbox"/> SSAT <input type="checkbox"/> GMAT <input type="checkbox"/> GRE <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> Others_____

Receipt Reissue Request			
Exam Diet:	MMM YYYY	Paper / Module / Subject / Level / Part:	
Course Code:			
*Please indicate the course(s) for the official receipt 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)		
Others:	(Please specify)		

Deliver Method:	
<input type="checkbox"/> In Person	<input type="checkbox"/> By Post (address as indicated below)
Mailing Address:	

Administration Fee Payment	
<input type="checkbox"/> Cash <input type="checkbox"/> EPS <input type="checkbox"/> 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\$50 per request must be settled upon this submission; 2. Receipt(s) will be ready within 5 working days after we receive your request and payment. 3. If request to pick up the re-issuance of the receipt(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) SAT & SUN (0900-1800) Close on Public Holidays Telephone: (852) 2526 3686 Facsimile: (852) 2501 0589 4. Kaplan reserves the right to make the final decision of this request approval.			
Signature:		Date:	DD MM YYYY

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

Business Office Use Only:

Approved Rejected (Reason: _____)

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