KAPLAN) FINANCIAL

Sep 2024 - Jun 2025

ACCA **Online Exam Preparation Course**

Market Leader

More than 50 years of professional accounting experience worldwide with the biggest professional accounting training team in Hong Kong.

Prize Winner

Our outstanding prize winner record is remarkable in Hong Kong ACCA exam history.

Online Learning

Study at a time and place that suits you with Kaplan eLearning Platform. We offer online courses which include ACCA approved content provider study materials.

Mock Exam Marking Service

To help you identify areas for improvement, a mock exam will be provided on the eLearning platform. You can download your marked script from the platform.



SOCIAL MEDIA

Unlimited Video Recap Hours

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^ Students are eligible to enjoy this offer ONCE only.

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💛 HKACCA@kaplan.com

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

Whatsapp Chat With Us Now!

Online Regular Course (Education + Revision)

Unlimited Video Recap Hours in eLearning Platform



Kattie's Practical & **Teaching experience**

- · Expert in Audit, Performance Management and Business Analysis.
- · Accumulated 14 years of teaching experience in ACCA examination.
- Provides students with committed support for effective learning and enthusiastic in bringing the best out of every student.

14Years

Experience

in Audit, Performance Management and Business Analysis

6 Steps to Success



Enroll course

Come to our campus or enroll via online store to enjoy exclusive online discount.



Receive login details

Login information will be sent on the first day of subscription period or within 5 working days after the enrollment is succeed if the subscription period has started.

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Collect material

Come and collect at our campus:

Dec 2024 diet Printed materials: Study Text Exam Kits Lecture notes

Mar 2025 diet onwards
Printed materials:
Study Text 2 Exam Kits
Printable soft copy materials:
S Lecture notes



Start your online study*

Unlimited video recap hours will be granted to your eLearning account to view all the video contents.



Take mock exam at home*

Mock exam will be available 3-4 weeks before the ACCA exam to allow you to identify the areas that you need to improve. Remeber to complete the mock exam and upload your answer script to eLearning platform on time.

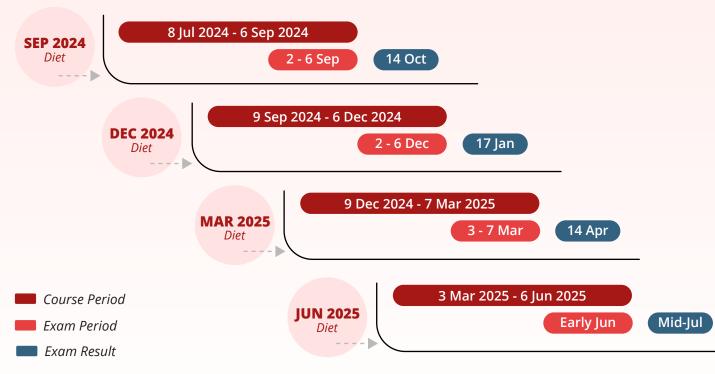


Get the marking result from your lecturer

Your script will be marked by your lecturer. You can download the marked script and sample answer from eLearning platform after the marking completed.

*For the latest video upload and mock exam schedule, please refer to the course dashboard in eLearning platform.

Study and Exam Timeline



Candidates are reminded to always refer to the examination body's official website for the most updated information. Information contained herein about exam period and exam result release date are 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.



for enrollment?

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*1,000,000 hours of online learning video have been delivered via different Kaplan HK platforms since 2019.

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ACCA Sep 2024 - Jun 2025 **Exam Preparation Course**

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Terms and Conditions

Enrolment Policy

- A completed enrolment form/order form must be accompanied by payment in full. Kaplan reserves the right to cancel a course if enrolment is insufficient and/or make alterations
- 2. regarding lecturers, class locations, class schedules, topic sequence and time allocated to each topic if necessary. Under such circumstances, fees paid are non-refundable and non-transferrable. If any interruptions may happen, we will notify the students as soon as possible.
- Course details (including confirmed dates and teaching venue) will be emailed to students approximately 3 working days prior to the course commencement. (Classroom course only)
- Applicants must fully complete their enrollment forms. The ACCA registration number and Date of Birth are two mandatory information fields for Kaplan's assessment of your eligibility for enrolments 4. and keep tracking of your future performances at the professional examinations. Please note that law enforcement officers have their full authorities for searching and checking with your personal data / identifications documents that you have entrusted for our custody, in the event of their conducting any necessary investigations. Therefore, a fully completed enrollment form is of a primordial protection and proof for your proper student status at Kaplan.

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 original document (photocopies of ID documents will not be accepted). The preferred form of ID is the HKID card or passport if student is not a Hong Kong citizen.
- 2. Regular spot-checks will be conducted to protect paid classroom course's students interest. It 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 (50% of the full course fee). Kaplan Financial 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.
- 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 and attend classes. Anyone attending the class without prior payment of full course fees will be subject to a full course fee plus an administrative 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.
- Students who have entered into the Kaplan premises will be bound by Kaplan's terms and conditions.

eLearning Platform

- There may be a chance to experience an unstable connection from mainland China with the Great 1. Firewall. We will not be liable or responsible in any way should you fail to access our learn materials in the event of connection issues resulting from the Great Firewall.
- 2. Kaplan does not warrant that eLearning Online Access will be uninterrupted or error-free. Online access to Kaplan eLearning is provided on an "as is, as available" basis. By using Kaplan eLearning platform, you confirm that you have met the minimum system requirements and are fully satisfied about the playback performance of Kaplan eLearning. There may be a chance to experience an unstable connection from mainland China with the Great
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- materials in the event of connection issues resulting from the Great Firewall. Your subscription to Kaplan eLearning class is a limited license to use the content only between the time online access is granted and its expiry date (hereinafter referred to as the "Subscription Period"). The subscription period varies depending on the class you sign up for. You are responsible for checking this information posted on the course flyer and Kaplan eLearning platform. Your subscription cannot be extended unless extension option is included in the eLearning class you sign up for and you have met the extension requirements. You understand that Kaplan may revise the online content, whether in printed, digital or
- 5. downloadable format, from time to time to meet its training objectives. It may add or remove materials that it considers as unnecessary or no longer relevant for exam preparation. Once the material is removed, it will not be accessible and will not be made available upon request.
- The classes and products sold in the correspondence courses are intended for personal use only. Sharing or resale of Kaplan materials and/or online access is prohibited. The username/user id and 6. password given by Kaplan cannot be shared with anyone, even if that person has his or her own subscription to Kaplan products and/or services. Kaplan reserves all its rights in the event of a violation of this policy, which may include discontinuation of the auction itself, immediate suspension of your privileges as a seller and/or user without refund, and enforcement of Kaplan's rights under law and equity. Kaplan will only support registered users who made purchases directly from Kaplan.

Online Course

- 1. Printed materials (Lecture notes) will only be provided in Kaplan Online Regular courses [Dec 2024 diet].
- 2. Printable soft copy (Lecture notes) will only be provided in Kaplan Online Regular courses (from Mar 2025 diet onwards]
- ACCA Study Text and Exam Kit will be provided for correspondence online Regular students. Students 3. need to collect Study Text/Exam Kit at Kaplan Causeway Bay Centre with official e-receipt or ID card for identity verification
- 4. eLearning platform will be ready on the first day of subscription period. Login information will be emailed to users on the first day of subscription period or within 5 working days after the enrolment is succeed, whichever is later.
- For the latest video upload and mock exam schedule, please refer to the course dashboard in 5. eLearning platform.

Attendance Policy

1. 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% completion progress of video content. Late application will not be accepted and HK\$50 will be charged for each successful issuance. Certificate of attendance will be ready within 14 working days after our acceptance of certificate request.

Withdrawal /Refund Policy

- 1. Refund will not be accepted on the purchase of Kaplan Publishing Study Texts and Exam Kits. 2. Course withdrawal application must be submitted to Kaplan, along with the official receipt, written request and original evidence support, at least 14 working days prior to the course commencement. Application after course commencement will not be accepted.
- Each successful application is subject to a non-refundable administrative fee of HK\$300 per course 3. per request and collected course materials will be charged at a fee of HK\$400 per course.
- Refund can be in the form of: 4. a) Credit Note: with the total amount of the course (exclude study materials and administrative fees) with 1-year validity will be issued. It is non-refundable, non-redeemable and non-transferable; issued

credit note can only be used on Accountancy products of Kaplan; the amount on the credit note can only be used once and against the course fee by the set expiry date. If there will be an increase in course fee, students are required to settle the differences, OR

- b) Cheque Refund: 50% course fees (exclude the study materials and administrative fees) will be refunded. Refund will be done by the issue of cheque and student will be notified for the date of collection.
- 5. Refund will be payable within six (6) weeks from the date upon which Kaplan was advised of the withdrawal. Kaplan reserves the right to make the final decision of the application.

Social Media Gift Redemption

- 1. The gift will only be offered upon Kaplan Accountancy students like and share our Facebook fans page (www.facebook.com/hkkfa/), or follow our Instagram (www.instagram.com/kaplanhk_kfa/), and present it in person to our Customer Service Team at Kaplan Centre during enrolment.
- All gifts cannot be returned, transferred, resold, or exchanged for cash. All gifts are limited in quantity, and are subject to a first-come-first-serve basis while stocks last.

Big Four, Grant Thornton, Moore HK and RSM HK Discount

- Big4, Grant Thornton, Moore HK and RSM HK staff are eligible to enjoy extra 5% discount in ALL Kaplan ACCA courses on top of the early bird discount.
- Students must submit their staff card copy to enjoy this discount. 2
- 3 It cannot be used in conjunction with staff discount and online exclusive offer.
- Discount must be used when the enrolment is made. It will not be offered afterwards

HSBC Cardholders Discount

- 1. HSBC Credit Cardholder (VISA, MasterCard and Amex Only) are eligible to settle ACCA course fee with 10% off full price enrolment.
- It cannot be used in conjunction with any discount, including but not limited to early-bird and online exclusive offer.
- Discount must be used when the enrolment is made. It will not be offered afterwards
- 4. In case of disputes arising out of this promotion, the decision of Kaplan shall be final and conclusive.

Materials Exchange

Study materials will be of satisfactory quality, but Kaplan do not warrant that they will be error-free. If the books delivered are in conditions listed below, replacement books will be arranged as soon as possible. Official e-receipt is needed for any book exchange within 7 days after purchase. Application for book exchange WILL NOT be accepted after 7 days

Printing error: incorrect pages and layout.

Binding error: upside down, missing and wrong pages

Materials can only be exchanged provided that the materials are in new and clean condition. Only one exchange is allowed per item

Self-Collection of Course Materials (Material Order only)

Date of self-collection is subject to the availability schedule of each book. Kaplan will notify you by email when your order becomes available for your collection. You must present your official e-receipt to collect the materials before the exam day of the current exam sitting.

Personal Data Protection

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