

#### Course Enrolment Form

Tuition for CPA Program <sup>®</sup>	Medium of instruction	Lecturer	Teaching hours	Enrol on or before 31 Jul	Full Tuition Fee
Ethics & Governance (Revision Kit included) + eLearning platform <sup>(5)(6)</sup>	Cantonese	Ada Cheung	24 hours	<input type="checkbox"/> HK \$3,800	<input type="checkbox"/> HK \$4,200
Financial Reporting (Revision Kit included) + eLearning platform <sup>(5)(6)</sup>	English	Billy Ang	30 hours	<input type="checkbox"/> HK \$4,300	<input type="checkbox"/> HK \$4,800
Strategic Management Accounting (Revision Kit included) + eLearning platform <sup>(5)(6)</sup>	Cantonese	Kin W. Chan	24 hours	<input type="checkbox"/> HK \$3,800	<input type="checkbox"/> HK \$4,200
Global Strategy & Leadership (Revision Kit included) + eLearning platform <sup>(5)(6)</sup>	English	Flavia Rodricks	36 hours	<input type="checkbox"/> HK \$4,300	<input type="checkbox"/> HK \$4,800
Advanced Audit and Assurance + eLearning platform <sup>(5)(6)</sup>	Cantonese	Polly Lo	21 hours	<input type="checkbox"/> HK \$3,200	<input type="checkbox"/> HK \$3,600
Financial Risk Management + eLearning platform <sup>(5)(6)</sup>	Cantonese	Kin W. Chan	21 hours	<input type="checkbox"/> HK \$3,200	<input type="checkbox"/> HK \$3,600

**Notes:**

- (1)(i) \$50 discount will be offered upon new Kaplan Accountancy students like and share our Facebook fans page and present it in person to our Customer Service Team. Students are eligible to enjoy this discount ONCE only.
- (ii) This discount is non-refundable, non-transferrable and cannot be redeemed in cash.
- (2) Big 4, Grant Thornton, Moore HK and RSM HK staffs are eligible to enjoy extra 5% discount in Kaplan CPA Australia courses. Please refer to Terms & Conditions for more information.
- (3) Kaplan Higher Education Students are eligible to enjoy extra 10% discount in Kaplan CPA Australia courses on top of the early bird discount and Facebook discount.
- (4) HSBC credit cardholder are eligible to enjoy 10% of FULL price enrolment. Please refer to the Terms & Conditions for details.
- (5) The live broadcast lectures will be conducted via eLearning platform.
- (6) Playback recording will be available within four hours after live session ended.

Cash Coupon > HK\$ \_\_\_\_\_

Facebook Discount<sup>(1)</sup> > HK\$ \_\_\_\_\_

Big 4, Grant Thornton, Moore HK<sup>(2)</sup> and RSM HK Discount > HK\$ \_\_\_\_\_

Kaplan Higher Education Discount<sup>(3)</sup> > HK\$ \_\_\_\_\_

HSBC Discount<sup>(4)</sup> > HK\$ \_\_\_\_\_

Total Payable > HK\$ \_\_\_\_\_

#### Online Learning System Validation and its policy >

Please perform system testing through our validation page by scanning the QR code or browsing <https://www.kaplan.com.hk/page/kfa-elearning-sys-validation>. Also, the login sold are intended for personal use only. Sharing or resale of Kaplan materials and/or online access is prohibited. Kaplan reserves all its rights in the event of any improper viewing behavior is observed and 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.



I have met the system requirements of the eLearning platform and the testing result is satisfactory; and I have read, understood and agreed to the policy of using the online service.

#### Personal Particulars >

PLEASE COMPLETE IN BLOCK LETTER  
\* MUST COMPLETE

I am a  New Student  Old Student Kaplan ID: \_\_\_\_\_ (if applicable)

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

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

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

\* CPA Australia Registration No. : \_\_\_\_\_

\* HK ID / Passport No.: \_\_\_\_\_

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

\* E-mail : \_\_\_\_\_

\* Date of Birth: \_\_\_\_\_ DD/MM/YY

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

Fax: \_\_\_\_\_

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

#### Method of Payment >

PLEASE COMPLETE IN BLOCK LETTER  
\* MUST COMPLETE

CASH  EPS

CHEQUE NO. : \_\_\_\_\_  
(made payable to Kaplan Financial (HK) Limited)

Credit Card:  VISA  MASTERCARD  AE

FULL PAYMENT  INSTALMENT (MUST ENROLL IN PERSON)

#### FOR FAX AND POST ORDER ONLY

Card Holder : \_\_\_\_\_

Card No. : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

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

#### Interest-free instalment payment

- HSBC Credit card holders are eligible for 6 months interest free instalment when enrol over \$5,000.
- AE Credit card holders are eligible for 12 months interest free instalment when enrol over \$10,000.
  - Credit cards bearing the American Express name, brand or logo issued by its licensees in Hong Kong are eligible for the Interest Free Instalment 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 Interest-free Instalment Plan. Please check with Kaplan for details.
- Enrolment must be done at Kaplan Centre in person.
- For details, please check with Kaplan at 2526 3686.

#### 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 consent that I will comply with all the Rules and Regulations of your company.
- I have read, understood and hereby agreed to the terms and conditions stipulated on the brochure, enrolment form and Kaplan Financial's website.
- I wish to receive Kaplan information by email in the future.
  - Unsubscribe from all Kaplan Financial emails
  - Unsubscribe from non-Accountancy emails only

#### FOR OFFICIAL USE ONLY:

F-SO : \_\_\_\_\_  
ST: \_\_\_\_\_  
PY: \_\_\_\_\_  
HK\$: \_\_\_\_\_  
App#: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Handler: \_\_\_\_\_

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

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

# Terms and Conditions

## Enrolment Policy

1. Enrolment of courses is only available for students within the HKSAR.
2. A completed enrolment form/order form must be accompanied by payment in full.
3. Kaplan reserves the right to cancel a course if enrolment is insufficient and/or make alterations 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-transferable. If any interruptions may happen, we will notify the students as soon as possible.
4. Course details (including confirmed dates and teaching venue) will be emailed to students approximately 3 working days prior to the course commencement.
5. Applicants must fully complete their enrollment forms. The CPA Australia registration number and Date of Birth are two mandatory information fields for Kaplan's assessment of your eligibility for enrolments 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 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 (50% of the full course fee). Kaplan will report the case to the professional institutions (e.g. CPA Australia) 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. 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.
4. Students who have entered into the Kaplan premises will be bound by Kaplan's terms and conditions.

## eLearning Platform

1. Login information will be emailed to users 5 working days prior to class commencement or within 5 working days after the enrollment is succeed, whichever is later.
2. Fill in the system validation checkboxes implies that student has 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.
3. 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.
4. There may be a chance to experience an unstable connection from mainland China with the Great Firewall. We will not be liable or responsible in any way should you fail to access our learning materials in the event of connection issues resulting from the Great Firewall.
5. 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.
6. You understand that Kaplan may revise the online content, whether in printed, digital or 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.
7. 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 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.

## Attendance Policy

1. 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/or SMS.
2. 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 the whole live streaming course. 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.

## Course Materials

1. On the date of course commencement, students are required to bring along the original official receipt. The original official receipt is the proof of purchase of Kaplan courses/ products and is required to be shown during material collection. Re-issue of receipt will be subject to a non-refundable administrative fee of HK\$50 per receipt.
2. Course materials will be distributed to student on the first session of each respective course. Students must bring all relevant course materials to class as no extra copies will be available for loan.
3. In the case when a third party is involved in collecting students' materials, the original official 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 examination diet.

## Withdrawal /Refund Policy

1. Course withdrawal application must be submitted to Kaplan, along with the original official receipt, written request and original evidence support, at least 14 working days prior to the course commencement. Withdrawal application is not accepted after the course commencement or the videos and course notes in eLearning platform had been accessed.
2. Each successful application is subject to a non-refundable administrative fee of HK\$300 per course per request and collected course material will be charged at a fee of HK\$400 per course.
3. Refund can be in the form of:
  - 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.
4. Refund will be payable within 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.
5. You accept that once a cancellation request has been received, your access to any online materials held on our learning platform will be revoked.

## Facebook Discount

1. HK\$50 discount will only be offered upon new Kaplan Accountancy students like us and share our Facebook fans page ([www.facebook.com/hkkfa/](http://www.facebook.com/hkkfa/)) and present it to our Customer Service Team.
2. Students are eligible to enjoy this discount ONCE only.
3. Enrolment must be completed at Kaplan Centre in person during enrolment.
4. This discount is non-refundable, non-transferable and cannot be redeemed in cash.

## Kaplan Higher Education Discount

1. Kaplan Higher Education students are eligible to enjoy extra 10% discount in Kaplan CPA Australia courses on top of the early bird discount and alumni or Facebook discount.
2. It cannot be used in conjunction with staff discount.
3. Discount must be used when the enrolment is made. It will not be offered afterwards.

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

1. Big4, Grant Thornton, Moore HK and RSM HK staffs are eligible to enjoy extra 5% discount in ALL Kaplan CPA Australia courses on top of the early bird discount and alumni or Facebook discount.
2. Students must submit their staff card copy to enjoy this discount.
3. It cannot be used in conjunction with staff discount.
4. 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 CPA Australia course fee with 10% off full price enrolment.
2. It cannot be used in conjunction with any discounts, including but not limited to Open Day, early-bird, and Facebook discount.
3. 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.

## Supporting Service

1. **Video Recording Service:** Students may catch up with the recording at our media lab after the session. Please note that Kaplan do not warrant that the recording will be uninterrupted or error-free. All recordings are provided on an "as is, as available" basis. All recordings of the lecture would be available 3-5 working days after the required session. Student using Kaplan's Media Lab service will be required to pay HK\$100 cash deposit during registration at customer service counter.
2. All supporting services are available within the same examination diet only.

## Materials Exchange

Study materials will be of satisfactory quality but we 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 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.

## 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.

## Notes to Visa Holder Applicants

1. 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. Your course is registered with the Non-Local Courses Registry, Education Bureau, Course Registration NO.: 312195. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.
2. 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.
3. 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>
4. 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.

\* The above Terms & Conditions (T&Cs) are subject to change.  
Please refer to <https://www.kaplan.com.hk/page/kfa-terms-conditions> or scan the QR code for obtaining the latest version of T&Cs.



## 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 9:00am-8:00pm ; Sat & Sun 9:00am-6:00pm (Closed on Public Holidays)

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Fax: (852) 2501 0589

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