

### Course Enrolment Form

- Free FE Case Analysis (online mode) for package students
- Free Basic PRC Tax Workshop (online course) for FE education or FE package students
- Get an additional mock paper Q&A by email (exclusively for package student)
- Videos will be available on the online platform by June.  
Additional hours may apply in Nov for addressing the updates of Special Topics.

|   | Education                        | Revision + Mock Review           | Package (Edu & Rev)              |
|---|----------------------------------|----------------------------------|----------------------------------|
|   | 31.5 hours                       | 27 + 3 hours                     | 61.5 hours                       |
| Early Enrol. Price on or before 31 Aug 2020 | /                                | <input type="checkbox"/> \$6,110 | <input type="checkbox"/> \$7,490 |
| Full Price                                  | <input type="checkbox"/> \$2,790 | <input type="checkbox"/> \$6,290 | <input type="checkbox"/> \$7,990 |

| Module   | Lecturer       | Class   | Teaching Mode | Education  | Revision                 |
|----------|----------------|---------|---------------|--|--------------------------|
| Module A | Fanny Choi     | Class 1 | Online Mode   | <input type="checkbox"/>                         | <input type="checkbox"/> |
|          | Billy Ang*     | Class 2 | Online Mode   | <input type="checkbox"/> (Package students only) |                          |
| Module B | Kin W. Chan    | Class 1 | Online Mode   | <input type="checkbox"/>                         | <input type="checkbox"/> |
|          | Mark Baines*   | Class 2 | Online Mode   | <input type="checkbox"/> (Package students only) |                          |
| Module C | Taky Lo        | Class 1 | Online Mode   | <input type="checkbox"/>                         | <input type="checkbox"/> |
|          | Polly Lo       | Class 2 | Online Mode   | <input type="checkbox"/>                         | <input type="checkbox"/> |
| Module D | Christine Ling | Class 1 | Online Mode   | <input type="checkbox"/>                         | <input type="checkbox"/> |
|          | Angela Nip     | Class 2 | Online Mode   | <input type="checkbox"/>                         | <input type="checkbox"/> |

Remark: \*Medium of Instruction: English

### QP Education Course Discount (Exclusive to FE Package Student)<sup>(5)</sup>

| QP Module   | Lecturer       | Hours    | Teaching Mode | Class   | Discount                 | Price   | Full Price         |
|-------------|----------------|----------|---------------|---------|--------------------------|---------|--------------------|
| QP Module A | Fanny Choi     | 39 Hours | Online Mode   | Class 1 | <input type="checkbox"/> | \$2,840 | Full Price \$3,550 |
| QP Module B | Kin W. Chan    | 33 Hours | Online Mode   | Class 1 | <input type="checkbox"/> | \$2,280 | Full Price \$2,850 |
| QP Module C | Taky Lo        | 30 Hours | Online Mode   | Class 1 | <input type="checkbox"/> | \$2,600 | Full Price \$3,250 |
| QP Module D | Christine Ling | 45 Hours | Online Mode   | Class 1 | <input type="checkbox"/> | \$3,480 | Full Price \$4,350 |

#### \*Notes:

- (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.
- Students who had previously enrolled QP and FE courses with Kaplan Financial in Dec 19 are eligible for Alumni discount.
- Kaplan Higher Education Students are eligible to enjoy extra 15% discount in Kaplan FE Package and extra 10% discount in Kaplan FE Revision courses. Please refer to Terms and Conditions for more details.
- Big 4, Grant Thornton, Moore HK and RSM HK staff are eligible to enjoy extra 5% discount in ALL Kaplan FE courses. Please refer to Terms and Conditions for more details.
- Students, who enrolled QP Education Course in Dec 2020 diet, can refer to QP Terms and Conditions for more details. QP Education Course Discount (Exclusive to FE Package Student) cannot be used with other discounts.

|   |   |      |   |
|---|---|------|---|
| Gross Total   | ▶ | HK\$ | _____   |
| Facebook Discount <sup>(1)</sup>                                    |   | HK\$ | _____   |
| Alumni Discount (\$100 per course/\$200 per package) <sup>(2)</sup> |   | HK\$ | _____   |
| Kaplan Higher Education Student Discount <sup>(3)</sup>             |   | HK\$ | _____   |
| Big 4, Grant Thornton, Moore HK and RSM HK Discount <sup>(4)</sup>  |   | HK\$ | _____   |
| <b>Total Payable</b>  | ▶ |      | <input style="border: 2px solid black;" type="text"/> |



## 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.: \_\_\_\_\_

\* HKICPA 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 : \_\_\_\_\_

## 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 above policy of using the online service.

## 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 : \_\_\_\_\_

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

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

## 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.
- 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 mailing list only

FOR OFFICIAL USE ONLY:

F-SO: \_\_\_\_\_

ST: \_\_\_\_\_

PY: \_\_\_\_\_

HK\$: \_\_\_\_\_

App#: \_\_\_\_\_

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

Handler: \_\_\_\_\_

## Kaplan Financial (HK) Limited

Causeway Bay Centre

G/F to 3/F, E-tech Centre, 402-406 Hennessy Road, Wan Chai (Causeway Bay MTR Exit A)

Opening Hours Mon-Fri 9:00am-8:00pm ; Sat, Sun 9:00am-6:00pm (Closed on Public Holidays)

Tel: (852) 2526 3686

Fax: (852) 2501 0589

HKFE@kaplan.com

www.kaplan.com.hk/kfa

## Terms and Conditions

### Enrolment Policy

1. A completed enrolment form/order form must be accompanied by payment in full.
2. Kaplan Financial 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-transferrable. If any interruptions may happen, we will notify the students as soon as possible.
3. Course details (including confirmed dates and teaching venue) will be emailed to students approximately 3 working days prior to course commencement.

### Identification Policy

1. Kaplan Financial 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. 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.
3. Students who have entered into the Kaplan premises will be bound by Kaplan Financial's terms and conditions.

### 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 online 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. All course materials (softcopies) will be available via online platform for the respective courses.
2. For hardcopies of course materials, students are only able to collect on or after the completed session. Students are also required to make a request to HKFE@Kaplan.com 3 working days prior to collection and bring along the original official receipt and Hong Kong Identify Card. The original official receipt is the proof of purchase of Kaplan Financial 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.
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.
5. Mock Examination Questions (softcopies) can be downloaded on or after the second half of the Revision course. Answers (Softcopies) will be available on the Mock Review Session via online platform for the respective revision courses.

### Transferral Policy

1. A transferral application must be submitted to Kaplan Financial, along with the original official receipt, written request and supporting documentation, at least 14 working days prior to the course commencement. Application after the commencement will not be accepted.
2. Any request for special consideration based upon health conditions will be considered on an individual basis based upon the circumstances, the evidence or supporting documents available and the timing of the request. Personal and business circumstances such as heavy work load, holidays, travels and exam withdrawals will not be considered.
3. Transferral application is only accepted for the same paper within the same examination diet.
4. Each successful application is subject to a non-refundable administrative fee of HK\$300 per course per request.
5. Kaplan Financial reserves the right to make the final decision of the application.

### Withdrawal /Refund Policy

1. A course withdrawal application must be submitted to Kaplan Financial, along with the original 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.
2. Each successful application is subject to a non-refundable administrative fee of HK\$300 per course per request and collected course materials 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 Financial; 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 six (6) weeks from the date upon which Kaplan Financial was advised of the withdrawal. Kaplan Financial reserves the right to make the final decision of the application.

### Facebook Discount

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

### Kaplan Higher Education Discount

1. Kaplan Higher Education Students are eligible to enjoy extra 15% discount in Kaplan FE package and extra 10% discount in Kaplan FE Revision courses on top of the early bird discount and alumni or Facebook discount. The discount does not apply to Kaplan FE Education enrolment.
2. It cannot be used in conjunction with Open Day Discount or other discounts (except Early Bird Discount and Alumni/Facebook discount).
3. Discount must be used when the enrolment is made. It will not be offered afterwards.

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

1. Big Four, Grant Thornton and Moore HK and RSM HK staffs are eligible to enjoy extra 5% discount in ALL Kaplan FE courses on top of the early bird discount, Open Day 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 other discounts (except Open Day Discount, Early Bird Discount and Alumni/Facebook discount).
4. Discount must be used when the enrolment is made. It will not be offered afterwards.

### 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

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 programmers 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.

### Online Video Platform

1. The online platform will be ready 3 working days prior to course commencement. Login information will be emailed to users 3 working days prior to class commencement or within 5 working days after the enrollment is succeeded, 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.
8. 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 Dec 2020 exam date. 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.

\* 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.





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