

Enrollment Form

Please complete "Enrollment Form CC01", if you need reimbursement from Continuing Education Fund (CEF)

*Must complete | # Classroom or Online students must complete

Classroom Program (please tick)

LEVEL I II III (Choice of classes)

Classroom Full Package Yes No
 A ① ②

Classroom Education B ① ②
 C

Classroom Revision A B

Mock Exam + Classroom Review A B
 A ① ②

Classroom Education B ① ②
 C

Classroom Revision A B

Mock Exam + Classroom Review A B

Classroom IPS Workshop

Online Schweser Mock (Student offer) \$600

Personal Particulars

New Student Existing Student

Surname* _____ | Mr/Mrs/Miss
(Name on HKID or Passport)

Forename* _____

Year of Birth# _____ | (YYYY) I have reached the age of 18 or above

Proof of Identity* HKID No. _____ | or Passport No. _____ |
(Only first 4 characters and please skip this fill if just purchase calculator) (Nationality: _____)

CFA Candidate No.* _____
For the purpose of satisfying Education Bureau requirement and Kaplan to obtain overall class performance statistics from CFA Institute. Kaplan is unable to obtain individual exam results

Company _____

Position _____

Postal Address _____

Cell Phone* _____ | **Office Phone** _____

Fax _____

E-mail* _____
This will be your primary contact. Please provide a valid email and preferably not hotmail/ netvigtor.

Delivery Address _____
Applicable for online program only

Leave blank if it is the same as your postal address. Please provide a weekday daytime delivery address and ensure that either yourself or an authorized person will receive the order

Online Program (please tick)

LEVEL I II III (Choice of classes)

System Validation check
 View this demo link for at least 10 mins on your computer which you will access
Online program
<https://bit.ly/3coyGGD>



I have fully tested eLearning & result was satisfactory, I hereby confirm my application for Kaplan's program
Mandatory - please tick to confirm you have performed the system validation

Shipping Request (applicable for online program only) \$500

Blended Full Package Yes No
Online Education Can Eng
Classroom Revision A B
Mock Exam + Classroom Review A B

Online Full Package Yes No
Online Education Can Eng
Online Revision Can Eng
Mock Exam + Online Review Can Eng

Online Education Program Can Eng

Online Revision Course Can Eng

Mock Exam + Online Review Can Eng

Online Schweser Mock (Student offer) \$600

*Can = Cantonese Class; Eng = English Class

Others

Texas Instruments BA-II Plus™ Financial Calculator \$350

Total Payment	
Classroom Program	\$
Online Program	\$
Others	\$
Total	\$

Method of Payment

Cheque No _____ | Cash EPS
(payable to "Kaplan Financial (HK) Limited." Cheque should be received by Kaplan Financial 7 working days before course commencement. We do not accept personal cheques for payment of Schweser products.

Credit Card Installment (Transaction over \$10,000 only. Must enroll in person. Do not send by fax/post)

Credit Card (full payment) VISA AMEX MasterCard

For Email, Fax and Post Order Only

Card Number _____ | **Expiry Date** ____/____/____

Card Holder _____ | (as appears on the card)

Signature _____

Education

Highest Education Achieved# Bachelor's degree, Major in _____
 Master's degree in _____
 Doctoral degree in _____
 At least 4 years of full-time professional work experience
 Current student in final year of bachelor degree, major in _____
 None of the above -> You do not meet Kaplan's course entry requirement
 Professional qualifications (if any) _____

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 have understood and hereby agree to provide relevant proof of my academic qualifications and work experience upon request from Kaplan Financial at any time.
- I consent that I will abide by all the Rules, Regulations, and Code of Conduct of your company.
- I have read, understood and hereby agree to the terms and conditions stipulated on the brochure, enrollment form and on Kaplan Financial's website.
- I wish to receive Kaplan Information by email in the future.

Signature _____ | Date _____

FOR OFFICIAL USE ONLY:

F-Soo: _____
 ST2000: _____
 PY: _____
 HK\$: _____
 APP#: _____
 Date: ____/____/____
 Handler: _____

Important

In order to ensure your enrollment/order is processed, you are asked to ensure that you (1) read the details on the brochure and enrollment form, (2) provide all the information required and (3) submit all the necessary document required in support of your enrollment/ order. We strongly advise you to submit your enrollment/order form as early as possible. This will enable us to process it more quickly. Please note that there is a limit to the number of students who can be accepted in our classes. Seats/products will not be reserved for incomplete enrollment/order package returned to Kaplan. Kaplan requires students to conduct themselves in accordance with the standards of their future professions. You can find students' responsibilities information at <https://www.kaplan.com.hk/code-of-conduct>.

Payment Methods

- (1) VISA/ Master / Amex Card
Payment can be made in person, by fax to +852 2501 0589 or by mail (see address at the bottom).
Interest-free installment: For transaction over \$10,000. Payment has to be made in person. Cardholders of HSBC VISA / Mastercard and selected Amex Cards can enjoy a 6-month (HSBC) or 12-month (Amex) interest-free installment for course fees of \$10,000 or above in single payment. Amex Cardholders, please call us first at +852 2526 3686 to check your credit card eligibility.
- (2) Cash / EPS
Fees can be paid by cash or EPS at our E-Tech Centre Campus.
- (3) Cheque
Fees can be paid by crossed cheque made payable to "Kaplan Financial (HK) Limited". Please mail the cheque and all required documents to us. Kaplan will not be responsible for any loss of payment sent by mail. If you are enrolling a course that will commence in less than 7 working days, you are advised against using cheque in view of delay arising from postage delay and bank clearance.

Classroom Program

We will acknowledge your successful enrollment by giving you an official receipt in person (by post within 3 working days if enrolled by fax or mail) after your submission. If we require more information/documentary evidence from you, or we are unable to accept you onto your chosen class, we will contact you by phone or email. If you do not hear from us, please check with us at +852 2526 3686 or email to hkcf@kaplan.com.

Course details (including confirmed dates and teaching venue) will be emailed to you 3 working days prior to course commencement. If you do not hear from us, please check with us at +852 2526 3686 or email to hkcf@kaplan.com

Online Program

To ensure your satisfactory viewing result, a system validation procedure is required before your enrollment is processed. Please view the demo link for at least 10 mins **on your computer which you will access Online program** (<https://bit.ly/3coyGGDs>) and check the box on the enrollment form if your testing result is satisfactory. Your enrollment and payment will be put on hold until the validation check is done. After the validation process is completed, we will acknowledge your enrollment within 7 working days by (1) mailing you the official receipt, (2) emailing you the login information (for Revision Course, login information will be emailed 7 working days prior to course commencement). If you do not hear from us, please check with us at +852 2526 3686 or email to hkcf@kaplan.com.

Course materials will be released in milestones. You are required to collect the course material including course slide pack and Schweser Essential Package (only if you have enrolled) in person or you are welcome to arrange your own courier services. Kaplan offers delivery service at additional cost to a Hong Kong local address (preferably business address). You are responsible for assuring there is an authorized personnel to receive the materials at time of delivery. Kaplan will not re-ship course materials that are returned to us. Please check the box under "Shipping Request" and fill in your delivery address (if it is different from your postal address) on the enrollment form. Kaplan will deliver to most countries, orders that are shipped to countries outside of Hong Kong may be subject to import taxes, customs duties and fees levied by the destination country. Recipient of an international shipment may be subject to such fees, which are levied once a shipment reaches the destination country. Additional charges for customs clearance must be borne by the recipient. Kaplan has no control over these charges and cannot predict what they may be. When customs clearance procedures are required, it can cause delays beyond our original delivery estimates. Kaplan will not issue you a refund under such circumstances. Please call us at +852 2526 3686 or email to hkcf@kaplan.com for details.

Availability: The shipping time is around 2-4 business days. Business days are Monday through Friday.

Notes to Visa Holder Applicants

Holders of valid working visas or dependency visas are welcomed to consult Kaplan for admissions to live classes. 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 live class 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.

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 your 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.
- (3) If you do not wish to receive our offers and updates, please email us at hkmarketing.kf@kaplan.com to unsubscribe or tick the below box(es).
 - Unsubscribe from all Kaplan Financial emails
 - Unsubscribe from non-Financial Markets mailing list only
- (4) This clause has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

Kaplan Financial (HK) Limited

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Email: hkcf@kaplan.com
www.kaplan.com.hk/financial-markets

E-Tech Centre Campus

G/F to 3/F, E-Tech Centre, Nos 402-406
Hennessy Road, Wanchai, Hong Kong
(Causeway Bay MTR Exit A)

Opening Hours

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