

Enrollment Form / Schweser Order Form

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

*Must complete | # Classroom or Blended Full Package students must complete

Classroom Program

(please tick)

LEVEL I (Choice of classes)

Full Package Yes No

Education Program A B C1 C2 D1 D2

Revision Course A B C D

Schweser Live Mock Exam + Review A B

Online Schweser Mock (Student offer) \$600

Online Program

(please tick)

LEVEL I (Choice of classes)

System Validation form is attached

Blended Full Package Yes No

Online Education Program Cantonese English

Classroom Revision Course A B C D

Schweser Live Mock Exam + Review A B

Online Full Package Yes No

Online Education Program Cantonese English

Online Revision Course Cantonese English

Schweser Live Mock Exam + Review A B

Online Education Program Cantonese English

Online Revision Course Cantonese English

Schweser Live Mock Exam + Review A B

Online Schweser Mock (Student offer) \$600

Schweser Self-Study Program

(please tick)

LEVEL I

Access of Online Products expire on December 31, 2020
All Packages are available in both print and online version

PremiumPlus™ Package \$10,000
 \$50% off*

Premium Package \$7,800
 \$50% off*

Essential Package \$4,800

Classic Package \$3,800

Practice Exams, Vol. 2 \$1,200
 Print Online

SchweserPro™ Qbank (Online) \$2,400

Flashcards (Print & Online) \$1,200

Secret Sauce® Book Print eBook \$1,100

Online 3-Day Review Workshop Print Online \$4,300

Understanding Your Financial Calculator (Print) \$550

Online Schweser Mock Exam \$800

*must provide supporting documents listed on Appendix II

Others

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

Total Payment

Classroom Program	\$
Online Program	\$
Schweser Self-Study Program	\$
Others	\$
Total	\$

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. _____ |
(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/ netvigator.

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 _____ |

Have a combination of work and college experience that totals at least 4 years

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: _____

(P.T.O)

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. The cardholder has to be the student himself/herself. 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 if enrolled by fax or mail) within 3 working days 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 hkcfa@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 hkcfa@kaplan.com

Online Program

To ensure your satisfactory viewing result, a system validation procedure is required before your enrollment is processed. Please attach "System Validation Form" to this enrollment form. Your enrollment and payment will be put on hold until the validation form is returned.

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 hkcfa@kaplan.com.

Kaplan offers a one-time free delivery of course slide pack to a Hong Kong local address (preferably business address) in key milestones. 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. You are welcome to collect in person or arrange your own courier services. Please indicate your preferred delivery method on the validation form.

Kaplan will deliver to most countries, subject to acceptance and additional shipping charges. Customer are responsible for any tax and customs duties and regulations that may apply. Please call us at +852 2526 3686 or email to hkcfa@kaplan.com for details.

Kaplan Schweser Self-Study Program

Pre-Orders: A completed order form must be accompanied by payment in full. Payment can be made in person by fax to +852 2501 0589 or by mail. We will acknowledge your order by giving you an official receipt in person (by post if ordered by fax or mail) 1 week after receiving your full payment. Your **original receipt must be presented** for collection of ordered items at our **E-Tech Centre Campus**, during business hours. If you cannot collect your orders yourself, you may authorize a third party, in writing, to collect on your behalf, with the **original receipt presented**.

Walk-in purchase: Walk-in purchase is available at our **E-Tech Centre Campus**. There is a possibility that popular items sell out quickly and your desired product is temporarily out of stock. If you place an order, we will send you an email once the item is available for collection, usually within 7 working days. Pre-orders are strongly recommended.

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 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.
- 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

Tel: (852) 2526 3686 | Fax: (852) 2501 0589
Email: hkcfa@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)