

To make your booking, complete the registration form and return to us by Fax :2501 0589 or by post to:
Kaplan Financial (HK) Limited • Unit 2, 1/F, Far East Finance Centre, 16 Harcourt Road, Admiralty. • Attn: Ms. Charis Chung

PARTICIPANTS INFORMATION

Company Name _____

Company Address _____

Contact Person _____ Telephone _____

Email _____ Fax _____

COURSE CODE	NAME OF PARTICIPANT	JOB TITLE	* HKICPA MEMBERSHIP NO.	FEES
* Must be provided to be eligible for HKICPA discount				Total \$

1. Is this your first time joining HKICPA / Kaplan Financial CPD programme?

Yes No

2. How did you learn about this course?

Friend / Colleague

HR department

Mailed Brochure: HKICPA Kaplan Financial Others, Please specify _____

Email: HKICPA Kaplan Financial Others, Please specify _____

Magazine: HKICPA Kaplan Financial Others, Please specify _____

WWW: HKICPA Kaplan Financial Others, Please specify _____

PAYMENT DETAILS

Cash / EPS

Cheque I enclose a cheque made payable to "Kaplan Financial (HK) Limited"

Credit Card Master Card VISA AE

Card No. _____ Card Holder: _____

Expiry Date: _____ Signature: _____

Personal Data (Privacy) Ordinance

All personal data provided in this enrolment will be used by the organizers for the sole purpose of the administration of the enrolment of the course and issuance of certificate (if any). The provision of personal data by means of this application is not obligatory. However, failing to provide such data will result in inability to process your enrolment. Data collected may be accessible by related officers or persons processing the enrolment and related matters. Applications have right to request access to and correction of their personal data in relation to their enrolment. If you wish to exercise these rights, please contact Ms. Charis Chung at 2116 5304.

Declarations:

I have read, understood and hereby agree to the terms and conditions stipulated on the brochure, enrollment form and on Kaplan Financial's website.

Signature: _____ Date: _____

TERMS AND CONDITIONS

Enrollment Policy

- A completed enrollment form/order form must be accompanied by payment in full.
- Kaplan Financial reserves the right to cancel a course if enrollment is insufficient and/or make alterations regarding trainers, class locations, class schedules, topic sequence and time allocated to each topic if necessary. In the event that Kaplan Financial is required to change the course schedule and lecturer from that as advertised, enrolled students will be notified, within five (5) days of the decision being made. Under such circumstances, fees paid are non-refundable and non-transferable.
- Course details (including confirmed dates and teaching venue) will be emailed to students approximately 3 days prior to course.

Identification Policy

- 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 be accepted). The preferred form of ID is the HK ID card or passport if student is not a Hong Kong citizen.
- 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 Financial immediately. Any un-paid attendant caught will be required to pay the full course fees plus an administrative 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 Financial 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 do not accept substitutes, in whole or in part, to obtain services or attend classes and do not accept any "payment on the spot" (即時付款). Anyone attend the class without payment of full course fees in advance will be subject to a full course fee plus an admin 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 Financial's terms and conditions.

Attendance Policy

- It is student's responsibilities to sign in on the attendance registration sheet as a record of presence.
- No seating arrangement will be planned for students. So seats are available on a first-come-first-served basis and students should not occupied seats for other students.
- On the date of the commencement of the course, students are required to bring along the original official receipt as the proof of enrollment and course material collections. Original of official receipt is the proof of purchase of Kaplan Financial course/products and is required to show during material collection. Re-issue of receipt will be subject to a non-refundable administrative fee of HK\$30 per request must be settled upon this request submission.
- It is student's responsibility to come to lessons according to the prescribed course schedule; the notice of acknowledgement will be emailed to the registered students three (3) working days before the commencement date of the course. Hardcopies of acknowledgement regarding the course schedule will be distributed during the first session of the course. Students who have not received any information and announcements regarding the course within the time mentioned should contact Kaplan Financial immediately.
- Issuance of an Attendance certificate is subject to HK\$30 administration fee per certificate. Certificate request form should be submitted to Kaplan Financial within one month from the completion of the course. Late submissions will not be entertained. Successful students will be informed to collect the certificate(s) at our Admiralty Far East Finance Center in seven (7) working days after receipt of request and payment.

Course Materials

- Course materials will be distributed to students 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.

Transferal / Deferral Policy

- A transferal / deferral 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.
- 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.
- Kaplan Financial reserves the right to make the final decision of this application approval.

Withdrawal / Refund Policy

- 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 the commencement will not be accepted.
- Each successful application is subject to a non-refundable administrative fee of HK\$300 per course per request.
- Refund can be in the form of:
 - 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 be used only on Accountancy products of Kaplan Financial; the amount on the credit note can only be used only once and against the course fee on or before the set expiry date. If there will be an increase in course fee, students are required to settle the differences; OR
 - Cash Refund: 50% course fees (exclude the study materials and administrative fees) will be refunded. Refund method subject to the original method of payment.
- 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 this application approval.

Kaplan Disclaimer

HKICPA/Kaplan CPD programmes are endorsed by HKICPA. Kaplan Financial is responsible for the accuracy of teaching material and handouts.