

Course Enrolment

Gain more with our Platinum Package

- Eligible to enjoy alumni price and early enrolment price
- Enjoy 6 months interest free instalment when enrol over \$10,000

* Notes:

- Students who had previously enrolled ACCA courses with Kaplan Financial in 2009 are eligible for Alumni Discount. Payment must be settle by Cash, Cheque or EPS. Alumni price not applicable to CEF applicants.
- Mock Exam marked script (for non-CEF students) will be returned on or after 31st August 2010 only.
- All CEF applicants must submit the CEF Declaration Form and settle the CEF assessment fee on or before 31 March 2010. Late submission will not be accepted. New CEF applicants are also required to complete the CEF Application Form in addition to this form.

FAX: (852) 2501 0589

	Education	Revision	Platinum Package (Education + Revision)
Fundamentals Level (Skills)	13 sessions	10 sessions	23 sessions
F7 ----->	<input type="radio"/> Hazel Wong	<input type="radio"/> Hazel Wong	<input type="radio"/> F7 Package
F8 ----->	<input type="radio"/> Hazel Wong	<input type="radio"/> Hazel Wong	<input type="radio"/> F8 Package
F9 ----->	<input type="radio"/> Ted Chan	<input type="radio"/> Ted Chan	<input type="radio"/> F9 Package
	New Student	New Student	New Student
Full Price	<input type="checkbox"/> \$3,400	<input type="checkbox"/> \$3,158	<input type="checkbox"/> \$5,753
Early Enrol Price on or before 27 February 2010	<input type="checkbox"/> \$3,060	<input type="checkbox"/> \$2,842	<input type="checkbox"/> \$5,178
Early Enrol Price on or before 29 January 2010			<input type="checkbox"/> \$4,678
Professional Level (Essentials)	12 sessions	10 sessions	22 sessions
P1 ----->	<input type="radio"/> Class A Chris Tang <input type="radio"/> Class B Chris Tang	<input type="radio"/> Class A Chris Tang	<input type="radio"/> P1 Package
P2 ----->	<input type="radio"/> Class A Fanny Choi	<input type="radio"/> Class A Fanny Choi <input type="radio"/> Class B Fanny Choi	<input type="radio"/> P2 Package
P3 ----->	<input type="radio"/> Class A Chris Tang <input type="radio"/> Class B Chris Tang	<input type="radio"/> Class A Chris Tang	<input type="radio"/> P3 Package
	New Student	New Student	New Student
Full Price	<input type="checkbox"/> \$4,078	<input type="checkbox"/> \$3,684	<input type="checkbox"/> \$6,753
Early Enrol Price on or before 27 February 2010	<input type="checkbox"/> \$3,670	<input type="checkbox"/> \$3,316	<input type="checkbox"/> \$6,078
Early Enrol Price on or before 29 January 2010			<input type="checkbox"/> \$5,578
Options (Any 2)	11 sessions	10 sessions	21 sessions
P5 ----->	<input type="radio"/> Frederick Woodier	<input type="radio"/> Frederick Woodier	<input type="radio"/> P5 Package
P6 ----->	<input type="radio"/> Christine Ling	<input type="radio"/> Christine Ling	<input type="radio"/> P6 Package
<small>Applicants applying for Paper P4 and/or P7 E-Learning courses should complete the E-Learning Application Form.</small>			
	New Student	New Student	New Student
Full Price	<input type="checkbox"/> \$3,674	<input type="checkbox"/> \$3,653	<input type="checkbox"/> \$6,227
Early Enrol Price on or before 27 February 2010	<input type="checkbox"/> \$3,307	<input type="checkbox"/> \$3,288	<input type="checkbox"/> \$5,604
Early Enrol Price on or before 29 January 2010			<input type="checkbox"/> \$5,404
Gross Total			HKS ▶
<input type="checkbox"/> LESS Alumni Discount (\$100 per course/\$200 per package) (1)			HKS ▶
<input type="checkbox"/> Marking facilities (\$100 per paper) (2)			HKS ▶
<input type="checkbox"/> CEF Assessment Fee (\$120 per course) (3)			HKS ▶
Total Payable			HKS ▶

Material Order

Kaplan student can enjoy up to 50% off for Complete Text purchase (except P6HK and only applicable for students who have enrolled for the respective education course)

Paper available: F7 INT, F8 INT, F9, P1, P2 INT, P3, P4, P5, P6 HK, P7 INT.			ACCA Paper	Total Qty	Total Amount
	Complete Text	Exam Kit			HKS ▶
List Price	\$528	\$258			HKS ▶
ACCA Student Price	\$422	\$206			
Kaplan Student Price	\$264	\$206			
Total Payable				HKS ▶	

Personal Particulars (Please complete in block letter)

I am a CEF Holder New CEF applicant Non-CEF New Student Old Student Kaplan ID : _____ (if applicable)

HK ID : _____ ACCA registration number : _____
(CEF applicants must complete) (must complete)

(Mr / Mrs / Ms) Surname : _____ Forenames : _____

Company : _____

Postal Address : _____

Mobile / Contact No. : _____ Fax : _____
(must complete for SMS announcements from Kaplan)

E-mail : _____ Date of Birth : _____ DD/MM/YY
(must complete and please print) (must complete)

Method of Payment (Please complete in block letter)

CHEQUE Cheque No. : _____ [made payable to Kaplan Financial (HK) Limited]

CREDIT CARD : VISA MASTERCARD CASH EPS

FOR FAX AND POST ORDER ONLY

Card Holder : _____ Expiry Date : _____
Card No. : _____ - _____ - _____ Signature : _____

Interest-free instalment payment - Credit card holders are eligible for 6 months interest free instalment when enrol over \$10,000.
- Enrolment must be done at Kaplan Far East 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 agree to the terms and conditions stipulated on the brochure, enrolment form and on Kaplan Financial's website.

FOR OFFICIAL USE ONLY:

F-S: _____
ST: _____
PY: _____
HK\$: _____
App#: _____
Date: ____ / ____ / ____
Handler: _____

Signature : _____ Date : _____

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 Financial reserves the right to cancel a course if enrolment 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.
4. Course details (including confirmed dates and teaching venue) will be emailed to students approximately 3 days prior to course.
5. ACCA will monitor the results achieved by students who attend Kaplan Financial courses. To obtain students exam results from ACCA, students are required to provide their ACCA registration number and date of birth on the enrolment form.

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 HK ID 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 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.
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 and do not accept any "payment on the spot" (即場付款). 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.
4. Students who have entered into the Kaplan premises will be bound by Kaplan Financial's terms and conditions.

Attendance Policy

1. It is student's responsibilities to sign in on the attendance registration sheet as a record of presence.
2. 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.
3. 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.
4. 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 sms.
5. Issuance of an Attendance certificate (not for CEF purpose) is available upon submitting a formal request. Students are not entitled to submit a request for certificate(s) unless at least 80% attendance rate has been achieved for a particular course. Certificate request form should be submitted to Kaplan Financial within one month from the completion of the course. Late submissions will not be accepted. Successful students will be informed to collect the certificate(s) at our Admiralty Far East Finance Center in 7 working days after receipt of request.

Course Materials

1. On the date of course commencement, students are required to bring along the original official receipt as the proof of enrolment and course material collections. Original of 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\$30 per request which must be settled upon request submission.
2. Course materials and Kaplan Publishing En-gage online passcode 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. Kaplan Financial/Publishing does not warrant that En-gage Online Access will be uninterrupted or error-free. Online access to www.en-gage.co.uk is provided on as "as is, as available" basis. Users are required to meet the minimum system requirements set forth for En-gage Online products/components.
4. Kaplan EN-gage online does NOT constitute any part of the course and is non-refundable & non-transferable.
5. Subject to availability, students can collect the Kaplan Publishing Exam Kits in advance with the presence of original official receipt at the Kaplan Financial Training Centres during office hours.
6. 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.
7. All course materials must be collected in person on or before 31st May 2010.
8. Mock Examination Questions Booklet can be collected on or after session 7 of the Revision Courses. Answers will be discussed in the Mock Review Session and available for collection during session 10 for the respective Revision Courses.

Transferral / Deferral Policy

1. A transferral/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. 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; deferral application is only accepted for the same Paper and defer for ONE examination diet only.
4. Each successful deferral 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 on education and HK\$300 on revision.
5. Kaplan Financial reserves the right to make the final decision of this application approval.

Withdrawal / Refund Policy

1. Refund will not be accepted on the purchase of Kaplan Publishing Complete Text and Exam Kits.
2. 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.
3. 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 on education and HK\$300 on revision.
4. 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 only can be used on Accountancy products of Kaplan Financial; the amount on the credit note can only be used only 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) Cash 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.
5. 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.

Supporting Service

1. Audio Recording Service: Recording is only available to students who have enrolled in 2 or more courses and experienced a timetable clash. Request must be made at least three (3) working days before the class and will be available five (5) working days after the session. Please note that Kaplan Financial does not warrant that the voice recording will be uninterrupted or error-free. All catch-up voice recording are provided on as "as is, as available" basis.
2. Swap Class Service: Students are allowed to swap a maximum of 2 sessions in Education and 2 sessions in Revision, and will only be arranged to attend classes for the same lecturer of the same paper. Request must be made at least three (3) working days before the session starts and is subject to seats availability.

Continuing Education Fund (CEF)

1. Please refer to the CEF Applicants Declaration Form.

Other information

1. Your course is registered with the Non-Local Courses Registry, Education Bureau, Course Registration NO.: 350465. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.
2. ACCA Disclaimer: Message from The Association of Chartered Certified Accountants (ACCA) UK to all registered ACCA students: The enclosed material contains no bearing on your exam results.
3. Terms and Conditions are subject to change without notice. Please review the full and most updated version from our website www.kaplanfinancial.com.hk periodically. All matters and disputes will be subject to the final decision of Kaplan.