

Proof of Completion Re-issue Request Form

Personal Particulars			
Name of Student:	FULL NAME	E-mail Address:	
Contact No.:		Kaplan Student No.:	If known

Examination Preparation Course Enrolled at Kaplan Financial					
<input type="checkbox"/> ACCA		<input type="checkbox"/> QP		<input type="checkbox"/> PBE	
Proof of Completion Request					
Exam Diet:	MMM / YYYY	Paper:	(Revision / Package)	Class:	
Exam Diet:	MMM / YYYY	Paper:	(Revision / Package)	Class:	
Deliver Method					
<input type="radio"/> In Person			<input type="radio"/> By Post (as indicated below)		
Mailing Address:	_____				

Application Administration Fee Payment			
<input type="checkbox"/> Cash	<input type="checkbox"/> EPS	<input type="checkbox"/> Cheque (Payable to: <u>Kaplan Financial (HK) Ltd.</u>)	

Terms and Conditions					
By signing below, I hereby agree with Kaplan Financial (HK) Limited 's terms & conditions as stated below:-					
<ol style="list-style-type: none"> A non-refundable administrative fee of <u>HK\$30</u> per "Proof of Completion" issuance must be settled upon this request submission; ACCA/PBE applicants will only be treated as having completed the course only if:- Enrolled in <u>December 2007 Exam Diet or after</u>:- <ul style="list-style-type: none"> have minimum of 80% attendance rate at each course, AND obtain a clear PASS (50% or above) in a Kaplan Financial Mock Examination Enrolled in <u>June 2007 Exam Diet or before</u>:- <ul style="list-style-type: none"> have minimum of 80% attendance rate at each course, AND obtain a clear PASS (50% or above) in a Kaplan Financial Mock Examination, OR passed ACCA / PBE actual exam in the enrolled diet QP applicants will only be treated as having completed the course only if:- Enrolled in <u>2008 Exam Diet or after</u>:- <ul style="list-style-type: none"> have minimum of 80% attendance rate at each course, AND obtain a clear PASS (50% or above) in a Kaplan Financial Mock Examination Enrolled in <u>2007 or before</u>:- <ul style="list-style-type: none"> have minimum of 80% attendance rate at each course, AND obtain a clear PASS (50% or above) in a Kaplan Financial Mock Examination, OR passed QP actual exam in the enrolled diet "Proof of Completion"(s) will be ready within 15 working days after acknowledge of received of this request form; If request to pickup the "Proof of Completion"(s) personally, please attend Kaplan Financial Admiralty Training Centre: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Unit 2, 1/F, Far East Finance Centre, 16 Harcourt Road Admiralty, HKSAR, China (Admiralty MTR Station: Exit B)</td> <td style="width: 50%;">Office Hours: MON – FRI (0900-2100) / SAT & SUN (0900-1800) / PUBLIC HOLIDAYS (CLOSED) Telephone: (852) 2526 3686 Facsimile: (852) 2501 0589</td> </tr> </table> Kaplan Financial reserves the right to make the final decision of this request approval. 				Unit 2, 1/F, Far East Finance Centre, 16 Harcourt Road Admiralty, HKSAR, China (Admiralty MTR Station: Exit B)	Office Hours: MON – FRI (0900-2100) / SAT & SUN (0900-1800) / PUBLIC HOLIDAYS (CLOSED) Telephone: (852) 2526 3686 Facsimile: (852) 2501 0589
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Signature:		Date:	DD / MM / YYYY		

Customer Service Office Use Only					
<input type="checkbox"/> Proof of Actual Exam Result Collected (if applicable)		PY:		ST:	
App#:	HK\$:	CS Handled:		Date:	DD / MM / YYYY

Accountancy Division Office Use Only			
<input type="checkbox"/> Approved	BA Handled:	Date:	DD / MM / YYYY
<input type="checkbox"/> Rejected (reasons): _____			
<input type="checkbox"/> Issued	Post Date:	DD / MM / YYYY	/ Pickup Date: DD / MM / YYYY