

Attendance Certificate 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 I FE	<input type="checkbox"/> PBE		
Attendance Certificate Request				
Exam Diet:	MMM I YYYY	Paper I Module:	(Education I Revision I Package)	Class:
Exam Diet:	MMM I YYYY	Paper I Module:	(Education I Revision I Package)	Class:
Exam Diet:	MMM I YYYY	Paper I Module:	(Education I Revision I Package)	Class:
Deliver Method				
<input type="checkbox"/> In Person		<input type="checkbox"/> By Post (as indicated below)		
Mailing Address:				

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

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 <u>non-refundable</u> administrative fee of <u>HK\$30</u> per attendance certificate issuance must be settled upon this request submission; As a special offer, the administrative fee can be fully waived for ACCA June 2010 Diet Attendance certificate applicants. Request for an attendance certificate <u>MUST</u> be made <u>WITHIN ONE MONTH</u> starting count from the completion date of the subject course; Late requests will not be accepted; <u>At least an 80% of attendance rate</u> per recorded is required for request of certificate issuance; <u>NO</u> appeal will be accepted on attendance rate; Certificate(s) will be ready within 15 working days after acknowledge of received of this request form; If request to pickup the certificate(s) personally, please attend Kaplan Financial Admiralty Training Centre: Suites 601-6, 6/F, CITIC Tower, No.1 Tim Mei Avenue Admiralty, HKSAR, China (Admiralty MTR Station: Exit E1) Office Hours: MON – FRI (0900-2100) I SAT (0900-1800) I SUN & PUBLIC HOLIDAYS (0900-1800) Telephone: (852) 2526 3686 Facsimile: (852) 2501 0589 Kaplan Financial reserves the right to make the final decision of this request approval; It is a matter of discretion for individual employers to recognize any qualification to which this course may lead. 			
Signature:		Date:	DD I MM I YYYY

Customer Service Office Use Only						
PY:		ST:				
App#:	HK\$:	CS Handled:	Date:	DD I MM I YYYY		

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