





## 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. 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, email or by mail (see address at the bottom) or via online store.  
Interest-free installment: For transaction over \$6,000. Payment has to be made in person. Cardholders of HSBC/SC VISA / Mastercard and selected Amex Cards can enjoy a 3/6-month (HSBC/SCB) or 12-month (Amex) interest-free installment for course fees of \$6,000 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.
- 4) FPS / PayMe  
Fees can be paid by FPS or PayMe at our E-Tech Centre Campus or via our online store (<https://store.kaplan.com.hk/>).

### Online Program

To ensure your satisfactory viewing result, a system validation procedure is required before your enrollment is processed. Please view the demo link for at least 10 mins **on your computer which you will access Online program** (<https://bit.ly/3tgYQaE>) and ensure your testing result is satisfactory. We will acknowledge your enrollment within 7 working days by (1) providing you the official receipt, (2) emailing you the login information. If you do not hear from us, please check with us at +852 2526 3686 or email to [hkcaia@kaplan.com](mailto:hkcaia@kaplan.com).

Course materials will be released in milestones. You are required to collect the course material including course slide pack and Schweser material (only if you have enrolled) in person or you are welcome to arrange your own courier services.

### 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](mailto: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.

### FOR OFFICIAL USE ONLY:

F-SO: \_\_\_\_\_ ST2000: \_\_\_\_\_ PY: \_\_\_\_\_ HK\$: \_\_\_\_\_ App#: \_\_\_\_\_ Date: \_\_\_\_\_ Handler: \_\_\_\_\_

### Kaplan Financial (HK) Limited

Tel: (852) 2526 3686 | Fax: (852) 2501 0589

Email: [hkcaia@kaplan.com](mailto:hkcaia@kaplan.com)

[www.kaplan.com.hk/financial-markets](http://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** 11:00am – 8:00pm

**Sat** 9:00am – 6:00pm

(Closed on Sun & Public Holidays)