

Enrollment Form

Certificate in Data Analysis Fundamentals (With SQL & Python)

Date	Time	Delivery Mode	Regular Price
18 & 25 Jun, 2023	9:00am-12:00pm; 1:00pm-6:00pm	Live online delivery	HK\$4,900 <input type="checkbox"/> Apply promotional code: HK\$300 Discount _____
If you wish to apply RTTP training grant, please enroll the course and apply RTTP <u>on or before 2 Jun (Friday).</u>			TOTAL HK\$: _____

Personal Particulars *Must be completed

*Surname Mr/Mrs/Miss
 *Forename ☐ New Student ☐ Alumni
 *Proof of Identity ☐ HKID ☐ Passport (Nationality.....)
 *Company
 *Job Title
 Address
 *Mobile *Email

Is your company sponsoring you for this course?

☐ Yes, and intends to apply ☐ with/ ☐ without RTTP (subject to Authority's approval) ☐ No

If yes, please provide details of training contact.

Name Job Title

Email Tel

Payment Details

☐ Cheque (payable to: Kaplan Financial (HK) Limited) ☐ Cash
☐ Credit card: ☐ AMEX ☐ VISA ☐ MasterCard ☐ EPS

Card No. Exp Date/.....

Cardholder's Name (as appear on card)

Signature

Terms and conditions are subject to change without prior notice. Please review the full and
 most updated version from our website periodically. All matters and disputes will be subject to the final decision of Kaplan.
 I have read, understood and hereby agree to the terms and conditions stipulated on the course brochure, the enrollment form and on
 Kaplan website.

Signature Date (DD/MM/YYYY)/...../.....

G/F to 3/F, E-tech Centre, 402-406 Hennessy Road, Wan Chai
(Causeway Bay MTR Exit A)

Tel: 2526 3686 | Fax: 2501 0589 | Email: hkfmkt@Kaplan.com |
www.Kaplan.com.hk

FOR OFFICIAL USE

F-SOO_____HK

\$__ST20000_____ APP#_____

PY_____

Date _____ Handled by _____

Terms and Conditions

1. To ensure that we capture all registrations on time before the event, registration will be closed 3 hours prior to the event.
2. An email confirmation with zoom link will be sent to the registered email address at least three (3) working days before course commencement.
3. Participants have to collect the course materials at our campus. An email notification about the arrangement of material collection will be sent to them one week before the class. They could collect in person in due course by presenting their HKID cards. If they cannot come in person, they may authorize their representative to collect the items on behalf of them by presenting the email notification. The representative has to present the participant's authorisation letter together with a copy of the participant's HKID card upon collection. If they would like to request for a local delivery service, they must fill in the shipping request form at the time of enrolment. A shipping cost of \$150 per head will be applied.
4. Fees paid are not refundable except under very exceptional cases such as when Kaplan cancelled the course / module due to insufficient enrollment.
5. Kaplan does not provide refund for unattended courses / modules or noshows. Should an attendee(s) be unable to attend, a substitute attendee from the same organization is welcome at no extra charge. The amended attendee details must be given to Kaplan 1 week prior to the event.
6. Faxed or mailed booking forms received without payment (cheque/cash) will be considered void, unless valid credit card details are given.
7. When Typhoon 8 (or above) or Black Rainstorm Signal is hoisted, all events will be cancelled.
8. Kaplan reserves the right to cancel an event if registration is insufficient and/or change the content of the event without notice including the alteration of instructor, agenda, and/or date of the event. Kaplan is not responsible for any loss or damage under any circumstances.
9. 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 required 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 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. 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.
10. These Terms and Conditions set out your entire agreement with Kaplan Financial for the particular course and supersede all previous agreements or understandings made (verbally or in writing) in relation to the course.
11. Holders of valid working visas or dependency visas are welcomed to consult Kaplan for admissions to live classes. If the existing visa does not indicate your eligibility for staying and /or studying in Hong Kong, please further consult the Immigration Department of the HKSAR Government. (website: <http://www.immd.gov.hk>; telephone: (852) 2824 6111). The Immigration Department is fully empowered for the processing of visa application and the approval for the applicants' eligibility for staying and /or studying in Hong Kong. Kaplan's acceptance of your application for the live class does not warrant for successful visa approval from the Immigration Office. Visa holder applicants and students should be careful of their full compliance with the relevant immigration laws and ordinances during their staying and studying in Hong Kong.
12. A **Completion Certificate** will be issued if participants obtain a minimum of 70% attendance **AND** get a pass in the project. Attendance will be taken based on Course Moderator's observation of individual participant's presence and/or Kaplan's online attendance record. Regular attendance check will be conducted throughout the course without notice. For verification purpose, participants are required to rename themselves with their full name as indicated in the enrollment form when they join the webinar. Project must be submitted in three weeks from the last lesson. A **Certificate of Attendance** will be issued if participants achieve 70% attendance without submitting the project. Kaplan Financial (HK) Ltd. reserves the right not to issue the certificate for the applicants who do not have 70% or above attendance rate according to our record and no refund will be given.
13. If you do not wish to receive our offers and updates, please email us at hkmarketing.kf@Kaplan.com to unsubscribe.
14. 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>.

Reindustrialisation and Technology Training Programme (RTTP)

1. At the time of registration, participants must make final decision on whether the applicant company (i.e. participants' sponsor) intends to apply for reimbursement of the tuition fee through the HKSAR Government's Reindustrialisation and Technology Training Programme (RTTP). Participants are responsible for indicating this on the enrollment form.
2. An applicant company is eligible to apply for the RTTP training grant for its employee(s) if: (1) it is registered in Hong Kong under the Business Registration Ordinance (Cap. 310); (2) it is a non-government and non-subservient organization; and (3) the employee nominated is a Hong Kong permanent resident with the necessary background / experience relevant to the advanced technology of this program.
3. Kaplan cannot guarantee the availability, applicant company's application approval and reimbursement of the training grant from the HKSAR Government. Applicant companies are responsible for checking the RTTP's guidance notes for all procedures and requirements. Kaplan suggests applicant companies to apply training grant through RTTP's online system. Details for the RTTP are available at <https://rttp.vtc.edu.hk>.
4. Kaplan is responsible for validating the registered employee(s) attendance in the live online class, as well as his/her fulfillment of the 70% attendance rate required by the RTTP. As requested by the RTTP, Kaplan shall keep records of attendance and take screenshots showing the registered employee(s)' face(s) in the live online class for RTTP's checking upon request.
5. Employee(s) who will leave the employment of the applicant company are not eligible for refund of any kind, regardless of time spent or remaining in the program.
6. Kaplan shall provide a completed Confirmation of Training Completion and Payment (Public Courses) (Form 4A) to the applicant company within one month after course completion, for reimbursement of training grant. By "completion of training", we refer to an attendance of no less than 70% of the training hours for the course, excluding weekly project work.
7. The applicant company is solely responsible for returning a completed Training Grant Claim Form (Local Courses) (Form 3A), together with Form 4A provided by Kaplan and other supporting documents (where necessary), to the RTTP Secretariat within two months after course completion.
8. Kaplan may collect personal information required to satisfy the statutory obligations to the RTTP Secretariat. Personal information provided by Kaplan to the RTTP Secretariat will be kept by the Secretariat in confidence and all personal data will be handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486). For details, refer to the RTTP's guidance notes of the training grant.