

FRM[®]

FINANCIAL
RISK
MANAGER

TOP TRAINER

Satisfaction Rate of Trainer#: $\geq 90\%$

HIGH PASSING RATE#

Part I : $\geq 83\%$ Part II : $\geq 92\%$

COMPREHENSIVE STUDY MATERIALS

Huge package of study slides, practice questions and mock exam Approved by GARP

PROTECTION SCHEME+

FREE resit for May 2021 Exam

CATCH-UP VIDEOS (Unlimited access)

Review or make up missed sessions anytime online

CEF REIMBURSABLE COURSE[^]



Refers to Page 1. + Refers to Page 3.
[^] This course (Part I Full Package Classroom only) has been included in the list of reimbursable courses under the Continuing Education Fund. The Office of the Continuing Education Fund does not have record of registration of this course under the Qualifications Framework. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

Approved Prep Provider 

FOR MORE INFORMATION

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www.kaplan.com.hk/kfm

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THE FRM® PROGRAM

The world's most highly respected certification for financial professionals who manage risk

Certification Requirements

Pass both Part I & Part II exams

2 YEARS Financial Risk Management* Experience

(*or other related field)

Hold active membership with GARP



Examination Session

21 Nov 2020

EXAM STRUCTURE

PART I

100

Multiple-Choice Questions

4 Hrs

EXAM TOPIC	APPROX. WEIGHT
Foundations of Risk Management	20%
Quantitative Analysis	20%
Financial Markets and Products	30%
Valuation and Risk Models	30%

PART II

80

Multiple-Choice Questions

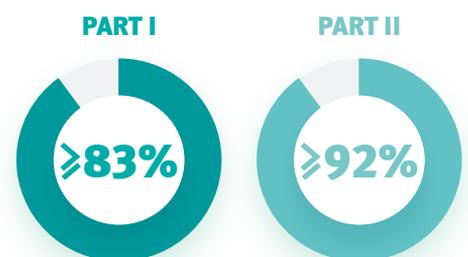
4 Hrs

EXAM TOPIC	APPROX. WEIGHT
Market Risk Measurement and Management	20%
Credit Risk Measurement and Management	20%
Operational Risk and Resiliency	20%
Liquidity and Treasury Risk Measurement and Management	15%
Risk Management and Investment Management	15%
Current Issues in Financial Markets	10%

EXAM FEES

	EARLY REGISTRATION	STANDARD REGISTRATION	LATE REGISTRATION
	DEADLINE 31/07/20	DEADLINE 31/08/20	DEADLINE 15/10/20
Enrollment Fee (For Part I new candidates only)	USD 400	USD 400	USD 400
Exam Fee	USD 425	USD 550	USD 725
Approximate Total Cost	USD 425 - 825	USD 550 - 950	USD 725 - 1,125
	HKD 3,315 - 6,435	HKD 4,290 - 7,410	HKD 5,655 - 8,775

HIGH STUDENT PASSING RATE*



SATISFACTION RATE OF TRAINER#



TESTIMONIAL

I knew very little about market risk and operational risk before the course. Kenneth provided very concise and informative lectures which helped my understanding in these areas.

Christina Chow

MOST EFFECTIVE 3-PHASE LEARNING APPROACH

 3 Months before exam		 4-7 Weeks before exam		 1 Week before exam
EDUCATION		REVISION		MOCK
PART I 16 Sessions 48 Hrs	PART II 17 Sessions 51 Hrs	PART I 6 Sessions 18 Hrs	PART II 8 Sessions 24 Hrs	Live Mock Exam 2 Hrs Live Mock Review 2 Hrs
LEARNING OUTCOMES				
Knowledge Building <ul style="list-style-type: none"> Cover majority of GARP's AIMS and current assigned readings Develop good understanding of key topics and concepts Access knowledge with concept checking questions and assignments 		Simulation and Practice <ul style="list-style-type: none"> Concentrate on exam taking strategies and techniques Intensive question practice Additional review of most difficult and tricky concepts 		Performance Measure <ul style="list-style-type: none"> Practice the skills and knowledge required in real exam Exam-standard questions Timed condition Trainer's post-mock debrief
LEARNING RESOURCES & ONLINE ACCESS				
Education Program Slide Pack <ul style="list-style-type: none"> Prepared by our global faculty team, localized to suit HK students Practice Questions <ul style="list-style-type: none"> Exam-standard concept checkers Homework Assignments <ul style="list-style-type: none"> Extra questions to consolidate knowledge Online Pre-Course[^] (Part I only) <ul style="list-style-type: none"> Start early by watching recorded lectures of the FRM prerequisite curriculum. Online Catch-up Video <ul style="list-style-type: none"> If you are unable to attend a class, catch up by watching recorded lectures from home 		Revision Mind Maps <ul style="list-style-type: none"> Mindmap to summarize key concepts at a glance Revision Questions Book <ul style="list-style-type: none"> Exam-standard concept checkers Online Catch-up Video <ul style="list-style-type: none"> If you are unable to attend a class, catch up by watching recorded lectures from home 		Exam-standard Mock Exam Questions Graded Answer Sheet Answers & Explanations <ul style="list-style-type: none"> Questions fully explained Personalised Performance Reports <ul style="list-style-type: none"> Evaluate your performance, identify areas for improvement and priorities



Free SchweserNotes™ & Practice Exam **
+\$900 optional upgrade to Schweser Essential Package

[^] Online videos covering critical concepts of the FRM prerequisite curriculum including Time-Value-of-Money, Fixed Income and Derivatives. Release date: 7 working days after enrollment** Print and online version included in Education Program
 Our comprehensive learning program commences from 20 May 2020. Enroll Education Program and start preparing for the exam with SchweserNotes™. For product availability, please refer to p.6.

ONLINE EDUCATION & ONLINE REVISION

Unlimited Access

Prep at your own pace until Nov 2020 exam day!

- Study in the comfort of your home anytime anywhere by viewing recorded lectures of the Classroom Education Program & Revision Course
- Access the same quality teaching (trainer's audio, annotations and visuals) as students do in live lectures
- Delivery of course slide pack to Hong Kong office address at key milestones
- Tap into trainer support via email

Full Motion Lecture

High Quality Audio

DVD-like controls

Scene-based navigation

Annotations of formulae and calculations



System Requirement
<https://bit.ly/2Mhhiq6>

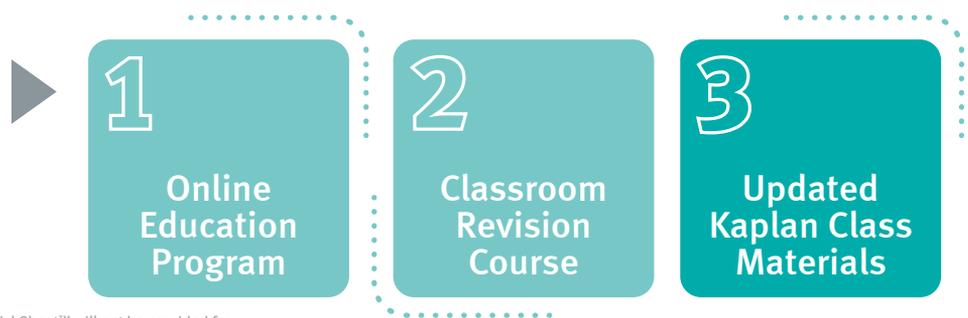
THE FRM[®] PROGRAM

PROTECTION SCHEME

Yes! You are eligible if ...



What you will get for the May 2021 Program²



Remarks:

A new set of SchweserNotes™, Practice Exams and Schweser's QuickSheet™ will not be provided for the May 2021 sitting. At your discretion, you may purchase the updated Schweser materials at the applicable fees.

- To qualify free resit for May 2021 Program, you must have
 - attended Classroom Full Package at Kaplan Financial in the Nov 2020 exam sitting;
 - an attendance record of at least 70%, which will be based on your signature on our class attendance sheet;
 - to submit the May 2021 Free Resit Request form and Nov 2020 exam result to us by Jan 2021.
- In the event you are not successful in the Nov 2020 actual exam, you will be entitled to:
 - Resit Online Education Program for the May 2021 exam sitting in the same level;
 - Resit Classroom Revision Course for the May 2021 exam sitting in the same level and;
 - Receive Kaplan Financial class materials including May 2021 Education Program Slide Pack, Revision Mind Maps and Revision Questions in the same level.

FREE SEMINARS & DEMO LECTURE

Understand more about the curriculum and exam tips
Trainer is here to answer your questions

REGISTER
HERE



www.kaplan.com.hk/financial-markets/events

**Upon successful enrollment (Education Program/Full Package)
Start your preparation before class commencement**

1 ONLINE PRECOURSE (PART I ONLY)
Online videos covering critical concepts of the FRM prerequisite curriculum including Time-Value-of-Money, Fixed Income and Derivatives.

2 FREE SCHWESERNOTES™



Enroll Education Program/Full Package and get your free set of 2020 SchweserNotes™, and Practice Exams in advance.

SCHEDULES - PART I & PART II

PART I

CANTONESE 70 HOURS

TRAINER : MR. EDMOND CHUNG 16 Sessions 48 hours

EDUCAION		CLASSROOM			ONLINE
TOPIC		DATE	DAY	TIME	RELEASE DATE
1	Pre-Course	25/07/20	SAT	10:00 - 13:00	04/08/20
2	Foundation of Risk Management	25/07/20	SAT	14:00 - 17:00	04/08/20
3	Foundation of Risk Management	08/08/20	SAT	10:00 - 13:00	18/08/20
4	Foundation of Risk Management + Quantitative Analysis	08/08/20	SAT	14:00 - 17:00	18/08/20
5	Quantitative Analysis	15/08/20	SAT	10:00 - 13:00	25/08/20
6	Quantitative Analysis	15/08/20	SAT	14:00 - 17:00	25/08/20
7	Quantitative Analysis	22/08/20	SAT	10:00 - 13:00	01/09/20
8	Financial Markets and Products	22/08/20	SAT	14:00 - 17:00	01/09/20
9	Financial Markets and Products	29/08/20	SAT	10:00 - 13:00	08/09/20
10	Financial Markets and Products	29/08/20	SAT	14:00 - 17:00	08/09/20
11	Financial Markets and Products	12/09/20	SAT	10:00 - 13:00	22/09/20
12	Financial Markets and Products	12/09/20	SAT	14:00 - 17:00	22/09/20
13	Valuation and Risk Models	19/09/20	SAT	10:00 - 13:00	29/09/20
14	Valuation and Risk Models	19/09/20	SAT	14:00 - 17:00	29/09/20
15	Valuation and Risk Models	26/09/20	SAT	10:00 - 13:00	06/10/20
16	Valuation and Risk Models	26/09/20	SAT	14:00 - 17:00	06/10/20

TRAINER : MR. EDMOND CHUNG 6 Sessions 18 hours

REVISION		CLASSROOM			ONLINE
TOPIC		DATE	DAY	TIME	RELEASE DATE
1	Foundation of Risk Management	10/10/20	SAT	10:00 - 13:00	20/10/20
2	Quantitative Analysis	10/10/20	SAT	14:00 - 17:00	20/10/20
3	Quantitative Analysis + Financial Markets and Products	17/10/20	SAT	10:00 - 13:00	27/10/20
4	Financial Markets and Products	17/10/20	SAT	14:00 - 17:00	27/10/20
5	Financial Markets and Products+ Valuation and Risk Models	24/10/20	SAT	10:00 - 13:00	03/11/20
6	Valuation and Risk Models	24/10/20	SAT	14:00 - 17:00	03/11/20

MOCK EXAM

2 hours

DATE	DAY	TIME
31/10/20	SAT	10:00 - 12:00

MOCK EXAM REVIEW

TRAINER : MR. EDMOND CHUNG 2 hours

DATE	DAY	TIME
04/11/20	WED	19:00 - 21:00

PART II

CANTONESE 79 HOURS

TRAINER : MR. KENNETH LEUNG 17 Sessions 51 hours

EDUCAION		CLASSROOM			ONLINE
TOPIC		DATE	DAY	TIME	RELEASE DATE
1	Market Risk Measurement and Management	19/07/20	SUN	10:00 - 13:00	29/07/20
2	Market Risk Measurement and Management	19/07/20	SUN	14:00 - 17:00	29/07/20
3	Market Risk Measurement and Management	02/08/20	SUN	10:00 - 13:00	12/08/20
4	Market Risk Measurement and Management + Credit Risk Measurement and Management	02/08/20	SUN	14:00 - 17:00	12/08/20
5	Credit Risk Measurement and Management	09/08/20	SUN	10:00 - 13:00	19/08/20
6	Credit Risk Measurement and Management	09/08/20	SUN	14:00 - 17:00	19/08/20
7	Credit Risk Measurement and Management	16/08/20	SUN	10:00 - 13:00	26/08/20
8	Credit Risk Measurement and Management + Operational Risk and Resiliency	16/08/20	SUN	14:00 - 17:00	26/08/20
9	Operational Risk and Resiliency	23/08/20	SUN	10:00 - 13:00	02/09/20
10	Operational Risk and Resiliency	23/08/20	SUN	14:00 - 17:00	02/09/20
11	Operational Risk and Resiliency	30/08/20	SUN	10:00 - 13:00	09/09/20
12	Liquidity and Treasury Risk Measurement and Management	30/08/20	SUN	14:00 - 17:00	09/09/20
13	Liquidity and Treasury Risk Measurement and Management	06/09/20	SUN	10:00 - 13:00	16/09/20
14	Liquidity and Treasury Risk Measurement and Management	06/09/20	SUN	14:00 - 17:00	16/09/20
15	Risk Management and Investment Management	13/09/20	SUN	10:00 - 13:00	23/09/20
16	Risk Management and Investment Management	13/09/20	SUN	14:00 - 17:00	23/09/20
17	Current Issues in Financial Markets	20/09/20	SUN	10:00 - 13:00	30/09/20

TRAINER : MR. KENNETH LEUNG 8 Sessions 24 hours

REVISION		CLASSROOM			ONLINE
TOPIC		DATE	DAY	TIME	RELEASE DATE
1	Market Risk Measurement and Management	04/10/20	SUN	10:00 - 13:00	14/10/20
2	Market Risk Measurement and Management + Credit Risk Measurement and Management	04/10/20	SUN	14:00 - 17:00	14/10/20
3	Credit Risk Measurement and Management	11/10/20	SUN	10:00 - 13:00	21/10/20
4	Credit Risk Measurement and Management + Operational Risk and Resiliency	11/10/20	SUN	14:00 - 17:00	21/10/20
5	Operational Risk and Resiliency	18/10/20	SUN	10:00 - 13:00	28/10/20
6	Liquidity and Treasury Risk Measurement and Management	18/10/20	SUN	14:00 - 17:00	28/10/20
7	Liquidity and Treasury Risk Measurement and Management + Risk Management and Investment Management	25/10/20	SUN	10:00 - 13:00	04/11/20
8	Risk Management and Investment Management + Current Issues in Financial Markets	25/10/20	SUN	14:00 - 17:00	04/11/20

MOCK EXAM

2 hours

DATE	DAY	TIME
31/10/20	SAT	10:00 - 12:00

MOCK EXAM REVIEW

TRAINER : MR. KENNETH LEUNG 2 hours

DATE	DAY	TIME
05/11/20	THU	19:00 - 21:00

THE FRM® PROGRAM

TRAINERS' PROFILE

- Over 12 years of FRM Part I & II teaching experience at Kaplan
- Former Chief Risk Officer in an international financial institution
- Previously taught in local universities
- Over 18 years of practical experience in banking and finance, with risk management focus
- Former Market Risk Head of a commercial bank
- Holder of 4 master degrees, all with distinctions



Kenneth Leung
MSc, LLB (Lond), CFA, FRM, FCCA

- Risk management experience in both Chinese and foreign financial institutions
- Former tutor for bachelor and master risk management courses
- Passed all levels of CFA and FRM exams in the first attempt
- Published research papers on international academic journals



Edmond Chung
MPhil, CFA, FRM

SPECIALTY

- Market, credit, operational, liquidity and model risks
- Financial products - equities, fixed incomes, foreign exchanges, funds, derivatives
- Valuation and quantitative analysis

SPECIALTY

- Market and model risk
- Equities, fixed incomes and derivatives
- Pricing, model building and validation

COURSE FEES

CLASSROOM LEARNING

Classroom Full Package

- Education + Revision + Mock Exam & Review
+ SchweserNotes™ with QuickSheet™ & Practice Exams (Print & Online)

Education Program Only

- Education + SchweserNotes™ with QuickSheet™ & Practice Exams (Print & Online)

Revision Course Only

Live Mock Exam Only

- UPGRADE** SchweserNotes™ to Essential Package (Print & Online)
*only available for full Package and Education Program

PART I		
PREMIER DISCOUNT	EARLY BIRD PRICE	ORIGINAL PRICE
ENROLLED BY	ENROLLED BY	
20/06/20	18/07/20	
\$12,700	\$13,700	\$15,000
ENROLLED BY	ENROLLED BY	
20/06/20	18/07/20	
\$11,200	\$12,200	\$13,800
ENROLLED BY	ENROLLED BY	
20/06/20	26/09/20	
\$5,300	\$5,900	\$6,500
ENROLLED BY	ENROLLED BY	
20/06/20	26/09/20	
\$900	\$1,000	\$1,100
\$900		

PART II		
PREMIER DISCOUNT	EARLY BIRD PRICE	ORIGINAL PRICE
ENROLLED BY	ENROLLED BY	
27/06/20	11/07/20	
\$14,480	\$16,780	\$18,580
ENROLLED BY	ENROLLED BY	
27/06/20	11/07/20	
\$13,400	\$15,300	\$16,900
ENROLLED BY	ENROLLED BY	
27/06/20	19/09/20	
\$6,380	\$7,180	\$8,080
ENROLLED BY	ENROLLED BY	
27/06/20	19/09/20	
\$1,000	\$1,200	\$1,300
\$900		



Continuing Education Fund

Institute Code : 519
Course Title : FRM® Financial Risk Manager
Course Code : 23207531-A
(Please obtain "Enrollment Form CC01" to enroll)

Part I Full Package (Classroom program only) is CEF reimbursable. You must achieve 70% attendance record and 50% pass in mock exam to reimburse course fee.

ONLINE LEARNING

Blended Full Package

- Online Education + Live Revision + Live Mock Exam & Review
+ SchweserNotes™ with QuickSheet™ & Practice Exams (Print & Online)

Online Full Package

- Online Education + Online Revision + Live Mock Exam & Review
+ SchweserNotes™ with QuickSheet™ & Practice Exams (Print & Online)

Online Education Program Only

- Online Education + SchweserNotes™ with QuickSheet™ & Practice Exams (Print & Online)

Online Revision Course Only

- UPGRADE** SchweserNotes™ to Essential Package (Print & Online)
*only available for full Package and Education Program

PART I		
PREMIER DISCOUNT	EARLY BIRD PRICE	ORIGINAL PRICE
ENROLLED BY	ENROLLED BY	
20/06/20	18/07/20	
\$12,700	\$13,700	\$15,000
ENROLLED BY	ENROLLED BY	
20/06/20	18/07/20	
\$12,700	\$13,700	\$15,000
ENROLLED BY	ENROLLED BY	
20/06/20	18/07/20	
\$11,200	\$12,200	\$13,800
ENROLLED BY	ENROLLED BY	
20/06/20	26/09/20	
\$5,300	\$5,900	\$6,500
\$900		

PART II		
PREMIER DISCOUNT	EARLY BIRD PRICE	ORIGINAL PRICE
ENROLLED BY	ENROLLED BY	
27/06/20	11/07/20	
\$14,480	\$16,780	\$18,580
ENROLLED BY	ENROLLED BY	
27/06/20	11/07/20	
\$14,480	\$16,780	\$18,580
ENROLLED BY	ENROLLED BY	
27/06/20	11/07/20	
\$13,400	\$15,300	\$16,900
ENROLLED BY	ENROLLED BY	
27/06/20	19/09/20	
\$6,380	\$7,180	\$8,080
\$900		

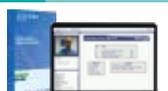
KAPLAN SCHWESER STUDY PACKAGE

PART I & II	Versions	PremiumPlus™ Package	Premium Package	Essential Package	Product Availability	
					PART I	PART II
Study Solutions Include		HK\$6,100	HK\$4,600	HK\$3,300		
Online Weekly Class	Online	✓	✓		11/08 - 13/10/20	13/08 - 15/10/20
Online Review Workshop Package						
Schweser's Secret Sauce®*	Print/eBook/Online	✓				Now
Online Schweser Mock Exam	Online	✓				Now
Online Review Workshop	Online	✓			26-27/10/20	
SchweserNotes™ with QuickSheet*						Now
Topic Assessments	Print/eBook/Online	✓	✓	✓		
Module Quizzes	Print/eBook/Online	✓	✓	✓		
Checkpoint Exam (Online)	Print/eBook/Online	✓	✓	✓		
Practice Exams	Print/Online	✓	✓	✓		
SchweserPro™ QBank	Online	✓	✓	✓		
Instructor Link	Online	✓	✓			Now
Getting Started Guide	Online	✓	✓	✓		
Resource Library	Online	✓	✓	✓		
Schweser Commitment and PassProtection™		✓	✓	✓		

*eBook version of SchweserNotes™ with QuickSheet and Secret Sauce® can only be viewed through VitalSource® with limited access period. For more information regarding VitalSource®, please visit our FAQ page (https://www.schweser.com/faq?344-1_active=4) Product availability dates are subject to change without notice.

Online Review Workshop Package

HK\$2,400



(a) Schweser's Secret Sauce

This late-season guidebook prepares you for FRM Exam success with a review of critical concepts and concise summaries of essential LOS. It is designed to be a companion to more comprehensive study tools. Secret Sauce includes:

- Exam-day tips and strategies
- Focused summaries of critical concepts

(b) Online Schweser Mock Exam

The Mock Exam is designed to familiarize you with the actual FRM Exam and includes:

- Actual FRM Exam length and question count
- Online scoring to pinpoint weak areas that require attention before exam day

(c) Online Review Workshop

Those last-minute questions can be answered in this live webcast covering the essential curriculum topics. The Online Exam Review Workshop includes:

- 8 hours of review with instant feedback during Q&A session
- The opportunity to develop an overall exam-day strategy
- Coverage of key concepts and formulas

Schweser's QuickSheet™ (not for individual sale)

Prepare for the FRM Exam on the go! This compact study tool folds out to 6 pages, providing a quick review of the "must-know" key formulas, definitions, and concepts of the FRM curriculum. The printed QuickSheet is a 6 page, 8½ x 11", laminated tri-fold.

SchweserNotes™ (not for individual sale)

Prepare and practice for the FRM Exam and increase your comprehension of the curriculum with concise study notes that cover every AIM Statement for the FRM Exam. This clearly written 4-book set is the foundation of your FRM study program.

It is integrated with activity feed, checkpoint exams, topic assessments and module quizzes, making it easier to study efficiently.



Live Online Weekly Class (not for individual sale)

This interactive webcast provides the structure and focus of classroom instruction. Our expert instructors know the FRM® curriculum and how to prepare for the exam. Attend each 3-hour session live to ask questions in real time, or review the archived sessions on-demand, anywhere.

Online Weekly Class includes:

- 30 total hours of FRM instruction
- Ability to review instructor's slides (PDF) prior to or after each session
- Quizzes, problem solving, and exam strategy



Resource Library (not for individual sale)

New and innovative streaming on-demand videos will allow you to start preparing early for the exam with an introduction to the core concepts of the FRM curriculum.

Schweser Practice Exams (not for individual sale)

Gain the confidence you need to perform your best on the actual FRM Exam. Two complete practice exams will give you an idea of the types of questions you will experience on the FRM Exam.



SchweserPro™ QBank (Online) (not for individual sale)

Practice critical concepts, assess your knowledge of the FRM curriculum, and gain confidence to perform your best. Build exams and review hundreds of questions based on personal preference with our flexible, online tools included in the SchweserPro™ QBank.



Activity Feed (not for individual sale)

It is a comprehensive list of recommended tasks to be completed based on your list of purchased products. This feature will provide you an easy way to view your task completion and performance metrics.

*Access to online products expires on 30 Nov 2020, Kaplan Schweser releases a new version of products every year as the FRM® curriculum changes. Products will be timed-release according to a global schedule (subject to change without notice).

System Requirement:



For PC: Mac OS X 10.8+, Window XP+, Chrome 60+, Firefox 28+, IE 9+
For Mobile: Apple iOS 6+, Google Android 4.1-4.5

To be eligible for the Schweser Commitment, you must meet the following criteria :
1. Available for 2020 purchasers of the Essential, Premium, or PremiumPlus™ Packages.
2. You must answer at least 50% of the available questions in LMS (i.e., QBank, Topic Assessments, Checkpoint Exams, and Practice Exams.)

If you don't meet the above criteria, you can still receive PassProtection™: For 2020 purchasers of the Essential, Premium or PremiumPlus™ Package, who will retake the exam for the same level in 2021 are eligible to receive of 50% off PremiumPlus™ or Premium Package.

- * To enjoy the Schweser Commitment you must attach the following documents:
1. 2020 receipt from a Schweser authorized source as proof of previous purchase for same level
 2. 2020 exam fail notice for same level
 3. 2021 exam registration notice for same level
 4. 2021 Schweser Commitment Application form

PremiumPlus™, Premium or Essential Self Study Package purchasers in 2019

PassProtection™ Discount

50% off PremiumPlus™ or Premium Package

Must attach with order form:
1. 2019 receipt from a Schweser authorized source as proof of previous purchase for same level
2. 2019 exam fail notice for same level
3. Proof of 2020 FRM exam registration for same level

The Schweser Commitment*
FREE OF CHARGE for second chance.

Get entire 2021
Same version of Exam Prep Package

Terms and Conditions

Terms and Conditions are subject to change without notice. Please review the full and most updated version from our website www.kaplan.com.hk/kfm periodically. All matters and disputes will be subject to the final decision of Kaplan. The below terms and conditions DO NOT apply to individuals needing reimbursement from the Continuing Education Fund (CEF), who should refer to Enrollment Form CC01 and its overleaf for CEF-specific terms and conditions. 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.

Enrollment Policy

1. A completed enrollment form/order form must be accompanied by payment in full.
2. Prices are subject to change and we reserve the right to charge additional amounts to reflect any pricing changes taking effect before course commencement date(s).
3. Kaplan Financial reserves the right to cancel a course if enrollment is insufficient and/or make alterations regarding trainers, class locations, class schedules, topic sequence and time allocated to each topic should the circumstances so required.
4. Course administration details including confirmed dates and teaching venue will be emailed to students approximately 3 working days prior to course commencement.
5. Mode of study (i.e. classroom, online or blended) must be confirmed at the time of registration. Students are responsible for indicating this on the appropriate enrollment form and Kaplan Financial does not accept alteration of study mode once enrollment is proceeded.

Attendance Policy

6. An attendance sheet will be placed either outside or near the entrance of the classroom for sign-in. It is students' responsibility to sign for each session, as well as signing-in before students enter the classroom. It is students' responsibility to sign accurately and on time, as the signatures will be served as the only record of attendance.
7. Courses are not transferable between individuals. Under all circumstances, nobody except the registered students can participate in the registered class or gain access to student services. Kaplan Financial does not accept substitutes, in whole or in part, to obtain services, attend classes and sign on behalves. Regular attendance check, that involves a quick check of valid ID and contact information, will be conducted throughout the course without notice. Once entered into the premises, individuals will be bound by Kaplan Financial's school regulations.

Cancellation Policy

8. 50% course fee is refundable at any time up to 2 weeks prior to the course commencement date. The full listed price of SchweserNotes™ will be charged and deducted from the calculated refund. No refund is allowed thereafter.
9. Cost of any course notes, Kaplan Schweser products and financial calculator are not refundable.
10. Cancellations will be subject to an administrative fee of \$300 per course.
11. Funds received but not utilized or refunded in accordance with these Terms and Conditions will be forfeited to Kaplan Financial.
12. Refund will only be arranged upon the receipt of all necessary documents and course fee paid will be refunded to the participant by cheque.
13. Any request for refund due to extenuating personal reasons will be considered and determined on a case by case basis, upon presentation of supporting documentation. The common extenuating reasons are illness, accident, pregnancy and bereavement.
14. The following reasons will not be grounds for refund: students' financial circumstances, failure to register for an exam, taking the exam in a later exam sitting, not pursuing the designation, change of work circumstances (i.e. job, location, working hours, obligations etc), difficulty level of course not suitable, dislike of trainer's presentation style.
15. Students must complete the course in the current exam sitting and are not allowed to transfer or defer any portion of the course and fees to the future exam sittings.

Attendance Certificate for CPT Purpose

16. For subjects relevant to the individual's function and which may help to enhance the performance of their job functions would meet CPT purpose. It is up to the employers or corporations to determine suitability of the course in meeting CPT requirement. Individuals are responsible for verifying with employers using course topics and schedule. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.
17. Within two months from the completion of the course, students may submit a request for certificate of attendance if they have achieved at least 70% attendance. \$50 will be charged for successful issuance. Students will be notified to collect the certificate at our centre in 14 working days.

Re-issuance of official receipt

18. An administration fee of \$50 will be charged for each re-issuance of official receipt.

Alteration of CEF Reimbursement Status Not Accepted

19. At the time of registration, students must make final decision on whether or not they will reimburse course fees from the Continuing Education Fund (CEF). Students are responsible for indicating this on the appropriate enrollment form. Kaplan Financial does not accept alteration of CEF status once enrollment is processed. Any alternative of the intention for applying CEF after submission of the enrollment form will induce ineligibility for their CEF claims.

Catch-Up Video (available for Classroom Learning – Education Program and Revision Course Only)

20. Kaplan Financial does not warrant that the catch-up videos will be uninterrupted or error-free. All catch-up videos are provided on an "as is, as available" basis. A substitute video of another trainer, lectured in a different language and pace might be arranged.
21. Attendance will not be counted for watching of a video for CPT or attendance purpose.
22. Campus videos cannot be lent, copied or recorded. Videos will be available for booking 7 working days after the session. Bookings must be made 3 working days in advance and confirmation from Kaplan Financial is required. Reservation will be held for a grace period of 10 minutes. After that, your reservation is automatically cancelled. \$100 deposit will be required when you show up for the booking. Please cancel your booking in advance if you cannot come. By using the media lab, you are agreeing to the lab's term of use.
23. You agree to meet the minimum system requirements set forth for Kaplan Financial's online requirement. It is a limited license to use the content until Nov 2020 exam date. All online resources are to be used for the student's own personal use and benefit. Unauthorized use of the online resources may be subject to legal action.

Online Access

24. Online Pre-course and videos are to be used for students' personal use and benefit. Shared use of online service is prohibited. Never share your password with anyone. Access will expire on Nov 2020 exam day.
25. After the enrollment is completed, we will acknowledge your enrollment within 7 working days by (1) mailing you the official receipt, (2) emailing you the login information (for Revision Course, login information will be emailed 7 working days prior to course commencement date). If you do not hear from us, please check with us at +852 2526 3686 or email to hkfrm@kaplan.com.

Class Materials and Stationery

26. Class materials will be distributed on regular intervals – first on the first day of course and also during the progression of the course.
27. All class materials must be collected within the same examination diet.
28. Students must bring stationery and the financial calculator (Texas Instruments BAII Plus or HP 12C) to class. If students have not used HP 12C before, Kaplan Financial recommends Texas Instrument BAII Plus. Students must bring all course notes collected to class. Kaplan Financial does not have spare copies to lend.

Copyright Policy

29. All class materials are for the sole use by registered students only. All materials, in whole or in part, may not be reproduced, shared, rent, copied or transmitted in any format or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without written permission from Kaplan Financial. The unauthorized duplication of class materials is a violation of global copyright laws.
30. Video or audio recording devices are prohibited under any circumstances.

eLearning

31. Enrollment to eLearning programmes will only be processed after Kaplan receives the applicants' signed acknowledgement of having satisfied Kaplan eLearners' system requirements. The validation aims to give you the opportunity to fully test the technology and ensure satisfactory viewing result before enrollment is processed. Your enrollment and payment will be put on hold until the validation is returned.
32. Kaplan offers a one-time free delivery of course materials to a Hong Kong local address (preferably business address). Delivery will be arranged once the materials are ready. You are responsible for assuring there is an authorized personnel to receive the materials at time of delivery. Kaplan will not re-ship course materials that are returned to us. You are welcome to collect in person or arrange your own courier services.
33. Kaplan will deliver to most countries, subject to additional shipping charges. You are responsible for any tax and custom duties that may apply. Please contact us for a quotation.
34. It is a limited license to use the content only between the times of access is granted and the exam date for the Nov 2020 exam. Kaplan bears no responsibility to extend the access period, regardless of students' actual exam date.
35. For cancellations received in writing 2 weeks prior to activation of online account, 50% of the course fee will be charged. No refund is allowed thereafter. The full listed price of SchweserNotes™ will be charged and deducted from the calculated refund. No refund is allowed thereafter.

Kaplan Schweser Purchase

36. Sales of all products are final, non-refundable and non-returnable once order is placed and payment received.
37. Schweser study materials are protected by the laws of copyright of the United States and other countries throughout the world. Unauthorized creation, purchase, photocopy (i.e. pirated, illicit copies), scanning, use and transmitting of these materials, or portions thereof, in any form whatsoever, is a violation of the copyright law. Violators will be reported to the police and HK Customs and Excise Department where they may subject to criminal and civil liability.
38. The Schweser materials purchased are to be used for the purchaser's own personal use and benefit. Unauthorized commercial resale of Schweser materials is prohibited. Shared use of paper materials, and Online Access is prohibited. All products are non-transferrable. Users must not share the username and password with anyone. Schweser reserves all its rights in the event of a violation of this policy, which may include suspension of purchaser's privileges and enforcement of Schweser's right under law and equity.
39. It is a limited license to use the content only between the times of access is granted and the exam date for the Nov 2020 exam. Kaplan bears no responsibility to extend the access period, regardless of purchasers actual exam date.
40. Schweser does not warrant that Online Access will be uninterrupted or error-free. Online access to www.schweser.com is provided on an "as is, as available" basis. You agree to meet the minimum system requirements set forth for Kaplan Schweser's electronic products.
41. Date of collection is subject to availability of different materials. Purchasers must present official receipt to collect the materials before 21 Nov 2020.
42. Repeating discounts cannot be combined with any other offers, discounts or promotions. Candidates must present the required supporting documents at the time order is placed.

Education Bureau Required Disclaimer

43. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

Personal Data Protection

44. If you do not wish to receive our offers and updates, please email us at hkmarketing.kf@kaplan.com to unsubscribe.

Code of Conduct

45. It is the responsibility of every student to be aware of the Kaplan Hong Kong Code of Conduct's content as published in <http://www.kaplan.com.hk/code-of-conduct> and to abide by its provisions.

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