



KAPLAN
SCHWESER

FRM® PROGRAM 2024

FINANCIAL RISK MANAGER

TOP TRAINER

Satisfaction Rate of Trainer# : ≥95%

HIGH PASSING RATE

Part I : ≥91% Part II: 100%

COMPREHENSIVE LEARNING APPROACH

Huge package of study slides, practice questions and mock exam

Approved by GARP

FREE ONLINE ACCESS EXTENSION*

Max extend for 6 months with exam registration proof shown

LIVE STREAMING

Let you attend the class in real time from anywhere

ONLINE CATCH-UP VIDEO

Free access to our eLearning platform to review the lessons anytime

#Refers to page 8. *Refers to page 4.

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Got Qs?



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(LIMITED OFFER)
WITH PROMOTIONAL CODE:

MAY FRM2024MAY

AUG FRM2024AUG



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GET \$1,000 UP TOGETHER



FREE WELCOME GIFT

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and like our channels now!



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Instagram : kaplanhk_fm

**SOCIAL MEDIA
OFFER**

THE FRM® PROGRAM

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

EXAM STRUCTURE & TOPICS

CERTIFICATION REQUIREMENTS

Pass both
Part I & Part II
exams



2 Years
Financial Risk
Management or
Related Field
Experience



Hold active membership
with GARP

PART I

100

Multiple-Choice
Questions

4 hrs

PART II

80

Multiple-Choice
Questions

4 hrs

Part I Exam Topic	Approximate Weight
Foundations of Risk Management	20%
Quantitative Analysis	20%
Financial Markets and Products	30%
Valuation and Risk Models	30%

Part II Exam Topic	Approximate 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 SESSION

EXAM WINDOW	PART	EXAM DATES
MAY	I	May 11-17, 2024
	II	May 18-22, 2024
AUG	I	August 9-10, 2024
	II	August 9-10, 2024
NOV	I	November 9-15, 2024
	II	November 16-19, 2024



Computer-based Exam



For details, please refer to GARP:
<https://www.garp.org/frm>

Candidates are reminded to always refer to the examination body's official website for the most updated information. Information contained herein about exam registration information is correct at the time of brochure publication and is provided "as is", without any conditions, warranties, or other terms of any kind. Kaplan does not warrant the accuracy of the data which may be subject to changes.

TRAINER'S PROFILE

KENNETH LEUNG

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

- Over 15 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 20 years of practical experience in banking and finance, with risk management focus
- Former Market Risk Head of a commercial bank
- Holder of 5 master degrees, all with distinctions

Specialty

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



“ PART II
DEMO LECTURE ”



STEPHEN WONG

MFin (Cambridge), FRM, CAIA

- Trained over 800 financial industry practitioners and professional exam candidates in aggregate
- Over 16 years of professional experience in investment and risk management covering both traditional and alternative asset classes
- Proficient at highlighting important concepts and making complex ideas understandable
- Proven strategies and techniques for tackling professional exams
- Master of Finance from the University of Cambridge
- Passed all FRM, CAIA and CFA Institute's Certificate in ESG Investing exams on his first attempt

Specialty

- Credit risk, fixed income, credit analysis, credit rating and securitization
- Economic capital, quantitative analysis, portfolio management, stress testing and derivatives
- Operational risk management, risk governance and enterprise risk management



“ PART I
DEMO LECTURE ”



**MORE VIDEOS ON
YOUTUBE CHANNEL !**

MOST EFFECTIVE 3-PHASE LEARNING APPROACH

EDUCATION	REVISION	MOCK
<p>3 Months before exam</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Part I</p> <p>48 hrs</p> <p>16</p> <p>Sessions</p> </div> <div style="text-align: center;"> <p>Part II</p> <p>51 hrs</p> <p>17</p> <p>Sessions</p> </div> </div>	<p>4 - 7 Weeks before exam</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Part I</p> <p>18 hrs</p> <p>6</p> <p>Sessions</p> </div> <div style="text-align: center;"> <p>Part II</p> <p>24 hrs</p> <p>8</p> <p>Sessions</p> </div> </div>	<p>1 Week before exam</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>2 hrs</p> <p>Mock Exam</p> </div> <div style="text-align: center;"> <p>2 hrs</p> <p>Mock Review</p> </div> </div>
LEARNING OUTCOMES		
<p>Knowledge Building</p> <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 	<p>Simulation and Practice</p> <ul style="list-style-type: none"> Concentrate on exam taking strategies and techniques Intensive question practice Additional review of most difficult and tricky concepts 	<p>Performance Measure</p> <ul style="list-style-type: none"> Exam-standard questions Timed condition Trainer's post-mock debrief
LEARNING RESOURCES		
<p>Education Program Slide Pack</p> <ul style="list-style-type: none"> Prepared by our global faculty team, localized to suit HK students <p>Practice Questions</p> <ul style="list-style-type: none"> Exam-standard concept checkers <p>Homework Assignments</p> <ul style="list-style-type: none"> Extra questions to consolidate knowledge <p>Online Pre-Course[^] (Part I only)</p> <ul style="list-style-type: none"> Start early by watching recorded lectures of the FRM prerequisite curriculum 	<p>Revision Mind Maps</p> <ul style="list-style-type: none"> Mindmap to summarize key concepts at a glance <p>Revision Questions Book</p> <ul style="list-style-type: none"> Exam-standard concept checkers 	<p>Exam-standard Mock Exam Questions</p> <p>Answer & Explanations</p> <ul style="list-style-type: none"> Questions fully explained <p>Personalized Performance Reports</p> <ul style="list-style-type: none"> Evaluate your performance, identify areas for improvement and priorities



FREE SchweserNotes™ (Print & Online) with Quicksheet & Schweser Online Mock Exam 1 & 2
+ FREE upgrade to **Schweser Essential Package**

[^] Online videos covering critical concepts of the FRM prerequisite curriculum including Time-Value-of-Money, Fixed Income and Derivatives. Our comprehensive learning program commences from 1 Dec 2023. Enroll Education Program and start preparing for the exam with GARP Study Guide.

ONLINE ACCESS*

Unlimited Access

Prep at your own pace
anytime anywhere!

Live-streaming

- We make learning super convenient that allow you attend the class in real time from anywhere at scheduled times

Online Catch-up video

- All sessions are available to recap in our eLearning platform which allow you to review or make up missed session anytime anywhere
- Tap into trainer support via email

Full Motion Lecture

High Quality Audio

DVD-like Controls

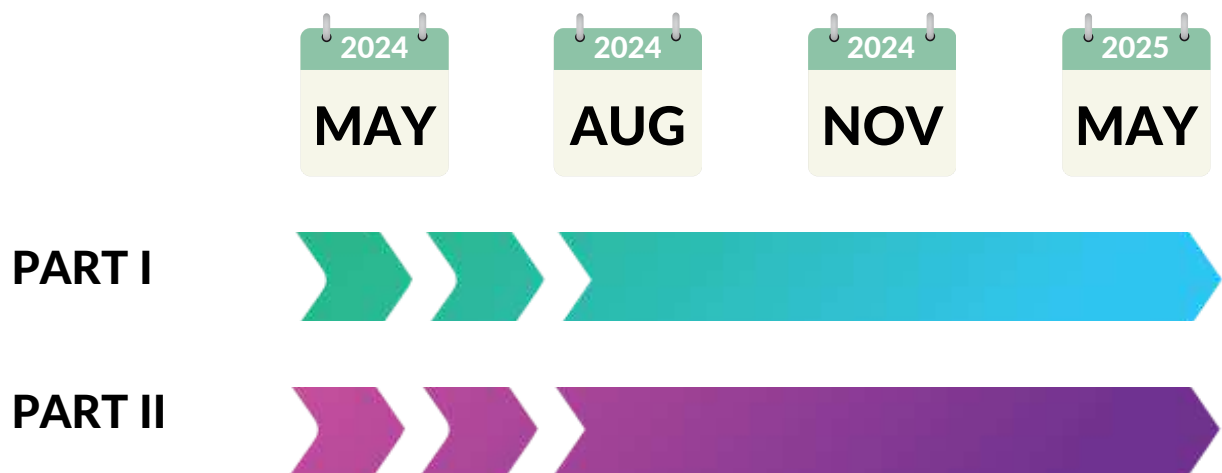
Scene-based Navigation

Annotations of Formulae and Calculations



* Classroom learning only. Terms and conditions apply.

FREE ONLINE EXTENSION*



* Refer to Kaplan HK's E-Learning Platform, not Schweser Portal.

- Online access will be extended to your new exam date as shown in the exam registration proof (maximum extend for 6 months from your previous expiry date and whichever date is earlier) and referring to 2024 curriculum. Extension can only be applied **once**.
- For May, Aug, Nov students, maximum extend till end of Dec 2024, Mar 2025 & Jun 2025 respectively.
- Only applicable to Education and Revision phase, and only applicable to the program that you enrolled in.
- Extension of Schweser online access can be applied separately.
- New set of Kaplan class materials will **NOT** be provided.
- For Aug/ Nov 2024 students who are extending the online access to Mar/ Jun 2025 respectively:
 - You may add \$4,900 to get the 2025 online access (only for enrolled program). 2025 Kaplan course slide pack (Print) will be included.

Upon successful enrollment (Full Package)

Start your preparation before class commencement

1 **Online pre-course (Part I Only)**
Online videos covering critical concepts of the FRM prerequisite curriculum including Time-Value-of-Money, Fixed Income and Derivatives.

2 **FREE Schweser Resources**
For product availability, please scan QR code



Enroll in the Full Package now and get FREE upgrades of the 2024 Schweser items to the Schweser Essential Package

FREE SEMINARS & DEMO LECTURE

Understand more about the curriculum and exam tips

Trainer is here to answer your questions



RSVP Now:
<http://www.kaplan.com.hk/financial-markets/events>

FRM PART I - COURSE SCHEDULE (MAY /AUG 2024)

EDUCATION PROGRAM (CANTONESE)

48 hours

16 sessions

		MAY 2024			AUG 2024
TRAINER & MODE OF STUDY ▶		STEPHEN WONG CLASSROOM + ONLINE Classroom + Live Streaming + Online Catch up			STEPHEN WONG ONLINE [^]
		DATE	DAY	TIME	RELEASE DATE
1	Pre-course	17/02/24	Sat	10:00 - 13:00	Videos will be released by phases from late Feb to mid Apr
2	Foundation of Risk Management	17/02/24	Sat	14:00 - 17:00	
3	Foundation of Risk Management	24/02/24	Sat	10:00 - 13:00	
4	Foundation of Risk Management + Quantitative Analysis	24/02/24	Sat	14:00 - 17:00	
5	Quantitative Analysis	02/03/24	Sat	10:00 - 13:00	
6	Quantitative Analysis	02/03/24	Sat	14:00 - 17:00	
7	Quantitative Analysis	09/03/24	Sat	10:00 - 13:00	
8	Financial Markets and Products	09/03/24	Sat	14:00 - 17:00	
9	Financial Markets and Products	16/03/24	Sat	10:00 - 13:00	
10	Financial Markets and Products	16/03/24	Sat	14:00 - 17:00	
11	Financial Markets and Products	23/03/24	Sat	10:00 - 13:00	
12	Financial Markets and Products	23/03/24	Sat	14:00 - 17:00	
13	Valuation and Risk Models	30/03/24	Sat	10:00 - 13:00	
14	Valuation and Risk Models	30/03/24	Sat	14:00 - 17:00	
15	Valuation and Risk Models	06/04/24	Sat	10:00 - 13:00	
16	Valuation and Risk Models	06/04/24	Sat	14:00 - 17:00	

REVISION COURSE (CANTONESE)

18 hours

6 sessions

		MAY 2024			AUG 2024
TRAINER & MODE OF STUDY ▶		STEPHEN WONG CLASSROOM + ONLINE Classroom + Live Streaming + Online Catch up			STEPHEN WONG ONLINE [^]
		DATE	DAY	TIME	RELEASE DATE
1	Foundation of Risk Management	13/04/24	Sat	10:00 - 13:00	Videos will be released by phases from late Apr to Early May
2	Quantitative Analysis	13/04/24	Sat	14:00 - 17:00	
3	Quantitative Analysis + Financial Markets and Products	20/04/24	Sat	10:00 - 13:00	
4	Financial Markets and Products	20/04/24	Sat	14:00 - 17:00	
5	Financial Markets and Products + Valuation and Risk Models	27/04/24	Sat	10:00 - 13:00	
6	Valuation and Risk Models	27/04/24	Sat	14:00 - 17:00	

ONLINE MOCK

2 hours

EXAM	DATE	DAY	TIME
MAY	04/05/24	Sat	10:00 - 12:00
AUG	Available from 15/07/24		

MOCK EXAM REVIEW (CANTONESE)

2 hours

		MAY 2024			AUG 2024
TRAINER & MODE OF STUDY ▶		STEPHEN WONG CLASSROOM + ONLINE Classroom + Live Streaming + Online Catch up			STEPHEN WONG ONLINE [^]
		DATE	DAY	TIME	RELEASE DATE
		07/05/24	Tue	19:30 - 21:30	16/07/2024

5

Remark:

[^] This is a recording of a live stream class from May 2024 exam window. Subsequent update/ errata will be posted to the eLearning platform, if any.

FRM PART II - COURSE SCHEDULE (MAY /AUG 2024)

EDUCATION PROGRAM (CANTONESE)

51 hours

17 sessions

		MAY 2024			AUG 2024
TRAINER & STUDY MODE ▶		KENNETH LEUNG CLASSROOM + ONLINE Classroom + Live Streaming + Online Catch up			KENNETH LEUNG ONLINE [^]
		DATE	DAY	TIME	RELEASE DATE
1	Market Risk Measurement and Management	17/02/24	Sat	10:00 - 13:00	Videos will be released by phases from late Feb to mid Apr
2	Market Risk Measurement and Management	18/02/24	Sun	10:00 - 13:00	
3	Market Risk Measurement and Management	18/02/24	Sun	14:00 - 17:00	
4	Market Risk Measurement and Management + Credit Risk Measurement and Management	25/02/24	Sun	10:00 - 13:00	
5	Credit Risk Measurement and Management	25/02/24	Sun	14:00 - 17:00	
6	Credit Risk Measurement and Management	10/03/24	Sun	10:00 - 13:00	
7	Credit Risk Measurement and Management	10/03/24	Sun	14:00 - 17:00	
8	Credit Risk Measurement and Management + Operational Risk and Resiliency	17/03/24	Sun	10:00 - 13:00	
9	Operational Risk and Resiliency	17/03/24	Sun	14:00 - 17:00	
10	Operational Risk and Resiliency	24/03/24	Sun	10:00 - 13:00	
11	Operational Risk and Resiliency	24/03/24	Sun	14:00 - 17:00	
12	Liquidity and Treasury Risk Measurement and Management	29/03/24	Fri	10:00 - 13:00	
13	Liquidity and Treasury Risk Measurement and Management	29/03/24	Fri	14:00 - 17:00	
14	Liquidity and Treasury Risk Measurement and Management	31/03/24	Sun	10:00 - 13:00	
15	Risk Management and Investment Management	31/03/24	Sun	14:00 - 17:00	
16	Risk Management and Investment Management	07/04/24	Sun	10:00 - 13:00	
17	Current Issues in Financial Markets	07/04/24	Sun	14:00 - 17:00	

REVISION COURSE (CANTONESE)

24 hours

8 sessions

		MAY 2024			AUG 2024
TRAINER & STUDY MODE ▶		KENNETH LEUNG CLASSROOM + ONLINE Classroom + Live Streaming + Online Catch up			KENNETH LEUNG ONLINE [^]
		DATE	DAY	TIME	RELEASE DATE
1	Market Risk Measurement and Management	14/04/24	Sun	10:00 - 13:00	Videos will be released by phases from late Apr to mid May
2	Market Risk Measurement and Management + Credit Risk Measurement and Management	14/04/24	Sun	14:00 - 17:00	
3	Credit Risk Measurement and Management	21/04/24	Sun	10:00 - 13:00	
4	Credit Risk Measurement and Management + Operational Risk and Resiliency	21/04/24	Sun	14:00 - 17:00	
5	Operational Risk and Resiliency	28/04/24	Sun	10:00 - 13:00	
6	Liquidity and Treasury Risk Measurement and Management	28/04/24	Sun	14:00 - 17:00	
7	Liquidity and Treasury Risk Measurement and Management + Risk Management and Investment Management	05/05/24	Sun	10:00 - 13:00	
8	Risk Management and Investment Management + Current Issues in Financial Markets	05/05/24	Sun	14:00 - 17:00	

ONLINE MOCK

2 hours

EXAM	DATE	DAY	TIME
MAY	11/05/24	Sat	10:00 - 12:00
AUG	Available from 15/07/24		

MOCK EXAM REVIEW (CANTONESE)

2 hours

MAY 2024			AUG 2024
KENNETH LEUNG CLASSROOM + ONLINE Classroom + Live Streaming + Online Catch up			KENNETH LEUNG ONLINE [^]
DATE	DAY	TIME	RELEASE DATE
14/05/24	Tue	19:00 - 21:00	16/07/2024

Remark:
[^] This is a recording of a live stream class from May 2024 exam window. Subsequent update/ errata will be posted to the eLearning platform, if any.

FRM COURSE FEES (MAY / AUG 2024)

MAY 2024	PART I		PART II	
	EARLY BIRD PRICE	ORIGINAL PRICE	EARLY BIRD PRICE	ORIGINAL PRICE
CLASSROOM + ONLINE LEARNING	Enrolled by 03/02/24		Enrolled by 03/02/24	
Full Package (Classroom + Live Streaming + Online Catch up) <small>Education + Revision + Online Mock & Review + SchweserNotes™ with Quicksheet™ (Print & Online) & Schweser Online Mock Exams 1&2</small>	HK\$14,400	HK\$16,000	HK\$16,900	HK\$18,900
	Enrolled by 06/04/24		Enrolled by 06/04/24	
Revision Course only (Classroom + Live Streaming + Online Catch up)	HK\$6,600	HK\$7,200	HK\$7,700	HK\$8,700
Upgrade to Schweser Essential Package <small>*only available for Full Package</small>	HK\$900 FREE		HK\$900 FREE	

AUG 2024	PART I		PART II	
	EARLY BIRD PRICE	ORIGINAL PRICE	EARLY BIRD PRICE	ORIGINAL PRICE
ONLINE LEARNING	Enrolled by 18/05/24		Enrolled by 18/05/24	
Online Full Package <small>Online Education + Online Revision + Online Mock & Online Review + SchweserNotes™ with Quicksheet™ (Print & Online) & Schweser Online Mock Exams 1&2</small>	HK\$14,400	HK\$16,000	HK\$16,900	HK\$18,900
	Enrolled by 06/07/24		Enrolled by 06/07/24	
Online Revision Course only	HK\$6,600	HK\$7,200	HK\$7,700	HK\$8,700
Upgrade to Schweser Essential Package <small>*only available for Full Package</small>	HK\$900 FREE		HK\$900 FREE	

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Instagram : kaplanhk_fm

WHAT OUR STUDENTS SAY



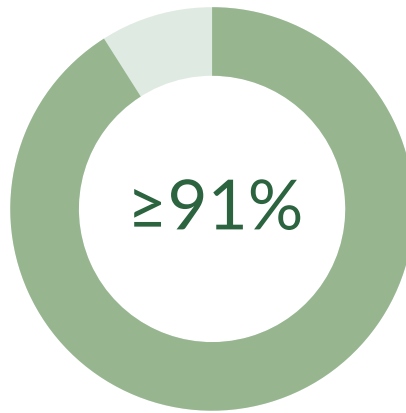
**TRAINER
SATISFACTION RATE #**

≥95%



**STUDENT
PASSING RATE***

≥91%



PART I

100%



PART II

Remarks: #Survey of Kaplan students, 2019-2021. *Survey of Kaplan students exam results, FRM May 2022 diet for Part I, FRM May 2022 diet for Part II.

“ Followed by both high scores of Part I and Part II, I sincerely express my gratitude to both our trainers for spending hours answering my questions, both online and face to face. This deeply widen my horizon, broaden my knowledge and boost my confidence.

Sunny Fung

“ 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



KAPLAN SCHWESER STUDY PACKAGE

Schweser study solutions are LO-based, concise, and efficient - keeping you engaged in the learning process. Schweser provides study plan comprised of video instruction, practice with thousands of questions, and retention tools to maintain top-of-mind awareness of key concepts.

STUDY PACKAGE

		Premium Package	Essential Package
		HK\$6,800	HK\$3,900
CORE (STUDY TOOLS)			
SchweserNotes™ with Quicksheet* - include Module Quizzes & topic Quizzes	Print, eBook & Online	✓	✓
Checkpoint Exams	Online	✓	✓
SchweserPro™ Qbank	Online	✓	✓
Resource Library	Online	✓	✓
InstructorLink	Online	✓	✓
INSTRUCTION			
OnDemand Class	Online	✓	
OnDemand Class Slides	Online	✓	
REVIEW			
Mock Exam 1 & 2	Online	✓	✓
OnDemand Review Workshop	Online	✓	
OnDemand Review Workshop Slides	Online	✓	
Secret Sauce®*	Print & eBook	✓	
OTHER RESOURCES			
PassProtection™	Online	✓	✓

* eBook version is only available to review through VitalSource® for the SchweserNotes™, Secret Sauce®, and QuickSheet with limited access period. For more information regarding VitalSource®, please visit our FAQ page (https://www.schweser.com/faq?344-1_active=4)

Schweser online access will now expire at the end of the month following your enrolled semester.

Each Schweser study package comes with Kaplan Schweser Community online materials.

For Schweser Product Availability,
please scan QR code



The Schweser PassProtection™
FREE OF CHARGE for a second chance

Get Entire 2024 / 2025
Same Version of Exam Prep Package

Receive the online study materials **FREE OF CHARGE** for your next exam sitting*.

You are eligible if you meet the following criteria:

1. Have previously purchased an Essential, Premium, or Ultimate Package.
2. Are registered to retake your FRM exam.

In order to enjoy the Schweser PassProtection™, you must attach the following documents for same level:

1. Exam fail notice for same level / Proof of approval of Deferral from GARP
2. New exam registration notice for same level
3. Schweser PassProtection™ Application Form

*Gain access of online study materials for another sitting within the same year or receive new package if you are retaking the exam in the next curriculum year.

KAPLAN SCHWESER STUDY PACKAGE

Product Details

SchweserNotes™

More than just textbooks. SchweserNotes™ helps you retain critical information by breaking the content into exam-focused study notes, complete with examples and practice quizzes covering every exam topic.



QuickSheet

This compact study tool summarizes key formulas, definitions, and concepts.



SchweserPro™ Qbank

Prepare with 900+ of foundational and exam-like questions, custom quizzes, detailed explanations, and performance metrics.



Mock Exams (1-2)

Don't go into exam day without practicing first. Replicate the actual FRM® exam with an experience that is as close to the real thing as you can get. Each Online mock exam includes 4-hours multiple choice exam.



OnDemand Class

OnDemand Class ensures you have a strong grasp on the topic. Led by Schweser's expert instructors, you get 15 sessions of intensive FRM® online instruction that cover all readings that reinforces your studies and ensures you're ready to move on to the next topic.



OnDemand Review Workshop

Featuring 8+ hours of curriculum review with FRM® experts, you'll learn valuable problem-solving strategies and reinforce essential exam concepts.



Secret Sauce®

A compact guidebook containing a concise review of the FRM curriculum and helpful exam tips.



Other Online Features

Checkpoint Exams

Three Checkpoint Exams with questions that mimic the difficulty and format of the actual FRM® exam.

Instructor Link

Ask questions, and receive answers from an instructor at any time.

Resource Library

This collection of online reference videos and resources will support you before and during studies.

Kaplan Schweser Community

Access our community forum to engage with our experts and other FRM® candidates to post questions, find answers, and engage in meaningful discussions throughout your studies.

What Kaplan Schweser Customers Say

The platform was easy to navigate and the tutors were clear.
– Miss M

The FRM material was very clearly and succinctly explained, with lots of questions to help confirm my understanding of the material!
– Ryan Smith

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. 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.
11. Cancellations will be subject to an administrative fee of \$300 per course. 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. 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 (available for Classroom Learning Only)

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.

Live Streaming and Online Video (available for Classroom Learning Only)

18. Kaplan Financial does not warrant that the live streaming and online videos will be uninterrupted or error-free. All live streaming and online 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.
19. Attendance will not be counted for watching of a video for CPT or attendance purpose.
20. 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 the end of the month after the exam of your enrolled semester. 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

21. 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 be valid until the end of the month after the exam of your enrolled semester.
22. After the enrollment is completed, 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 hkfrm@kaplan.com.

Class Materials and Stationery

23. Class materials will be distributed on regular intervals – first on the first day of course and also during the progression of the course.
24. All class materials must be collected within the same course semester.
25. 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

26. 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.
27. Video or audio recording devices are prohibited under any circumstances.

eLearning

28. 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.
29. Course materials will be released in milestones. You are required to collect the course material including course slide pack and Schweser materials (only if you have enrolled) in person or you are welcome to arrange your own courier services. Kaplan offers delivery service at additional cost to a Hong Kong local address (preferably business address). 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.
30. This is a previous recording of a live stream class from a previous exam window in the same curricular year. Subsequent update/errata will be posted to the eLearning platform, if any.
31. 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.
32. It is a limited license to use the content only between the times of access is granted and the end of the month after the exam of your enrolled semester. Kaplan bears no responsibility to extend the access period, regardless of students' actual exam date.
33. 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 Schweser Essential Package will be charged and deducted from the calculated refund. No refund is allowed thereafter.

Kaplan Schweser Purchase

34. Sales of all products are final, non-refundable and non-returnable once order is placed and payment received.
35. 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.
36. 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-transferable. 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.
37. After the order is successfully processed, you will receive login information assigned by Kaplan Schweser within seven working days. It is a limited license to use the content only between the times of access is granted and the end of the month after the exam of your enrolled semester. Kaplan bears no responsibility to extend the access period, regardless of purchasers actual exam date.
38. 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.
39. Date of collection is subject to availability of different materials. Purchasers must present official receipt to collect the materials within the same course semester.
40. 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

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

Personal Data Protection

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

Code of Conduct

43. 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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