

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	
Kaplan Financial (Accountancy):	<input type="checkbox"/> ACCA <input type="checkbox"/> QP / FE <input type="checkbox"/> CPA Australia <input type="checkbox"/> CTA <input type="checkbox"/> PDA/CP
Kaplan Financial (Finance Markets):	<input type="checkbox"/> CFA <input type="checkbox"/> FRM <input type="checkbox"/> LE <input type="checkbox"/> Others_____
Kaplan Test Prep:	<input type="checkbox"/> ACT <input type="checkbox"/> SAT <input type="checkbox"/> SSAT <input type="checkbox"/> GMAT <input type="checkbox"/> GRE <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> Others_____

Attendance Certificate Request					
Exam Diet:	MMM YYYY	Paper / Module / Subject / Level / Part:			
Course Code:					
*Please indicate the course(s) for the attendance certificate you require:					
Full Package:	Education Class _____, Revision Class _____ and Mock Review Class _____				
Education:	Class: _____	Revision:	Class: _____	Mock Review:	Class: _____
IPS workshop:	Class: _____ (For CFA Level 3 only)		Others: _____ (Please specify)		

Deliver Method:	
<input type="checkbox"/> In Person	<input type="checkbox"/> By Post (address as indicated below)
Mailing Address:	

Application / Administration Fee	
In Person only:	<input type="checkbox"/> Cash <input type="checkbox"/> EPS <input type="checkbox"/> FPS <input type="checkbox"/> Payme (Not applicable for Kaplan Test Prep)
<input type="checkbox"/> Cheque	(For Kaplan Financial courses: please made payable to: Kaplan Financial (HK) Limited) (For Kaplan Test Prep courses: please made payable to: Kaplan Language Centre)

Terms and Conditions		
By signing below, I hereby agree with Kaplan's terms & conditions as stated below:-		
1. A non-refundable administrative fee of HK\$50 per attendance certificate issuance must be settled upon this request submission; 2. Request for an attendance certificate MUST be made WITHIN TWO MONTHS starting count from the completion date of the subject course; Late requests will not be accepted; 3. A minimum of 70% attendance rate per recorded is required for request of certificate issuance; NO appeal will be accepted on attendance rate and no refund will be given. 4. Certificate(s) will be ready within 14 working days after acknowledge of received of this request form with payment; 5. If request to pick up the certificate(s) personally, please attend Kaplan Causeway Bay Training Centre: G/F to 3/F, E-Tech Centre 402-406 Hennessy Road Wanchai, HKSAR, China (Causeway Bay MTR Station: Exit A) Office Hours: MON – FRI (1100-2000) SAT (0900-1800) Closed on SUN & Public Holidays Telephone: (852) 2526 3686 Facsimile: (852) 2501 0589 6. Kaplan reserves the right to make the final decision of this request approval; 7. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead. 8. Certificate for CPD/CPT Purpose: It is up to the employers, the corporations and licensing bodies to determine suitability of the training course in meeting CPD/CPT requirement. You are responsible for verifying with the relevant parties using course topics and schedule.		
Signature:	Date:	DD MM YYYY

Customer Service Office Use Only:				
Sales Order No.:		Student No. :		Receipt No.:
Handled By:		Date:	DD MM YYYY	Amount \$:

Programme Management Use Only:

Approved Rejected (Reason: _____)
 Issued Student Informed Post Date: _____ Pick Up Date: _____