



# Official Receipt Reissuance 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"/> CAIA <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_____

Receipt Reissue Request					
Exam Diet:	MMM   YYYY	Paper / Module / Subject / Level / Part:			
Course Code:					
*Please indicate the course(s) for the official receipt 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 <b>Kaplan Financial</b> courses: please made payable to: <b>Kaplan Financial (HK) Limited</b> ) (For <b>Kaplan Test Prep</b> courses: please made payable to: <b>Kaplan Language Centre</b> )

Terms and Conditions			
<b>By signing below, I hereby agree with Kaplan's terms &amp; conditions as stated below:-</b>			
1. A <b>non-refundable</b> administrative fee of <b>HK\$50</b> per request must be settled upon this submission; 2. Receipt(s) will be ready within 5 working days after we receive your request and payment. 3. If request to pick up the re-issuance of the receipt(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 4. Kaplan reserves the right to make the final decision of this request approval.			
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: \_\_\_\_\_

**Kaplan Financial** Hotline: 2526 3686 Fax: 2501 0589 Email: [hkinfo@kaplan.com](mailto:hkinfo@kaplan.com) Website: <http://www.kaplan.com.hk>  
 Address: G/F to 3/F, E-Tech Centre, Nos 402-406 Hennessy Road, Wanchai (Causeway Bay MTR Exit A)

**Kaplan Test Prep and Admissions** Hotline: 2359 9080 Fax: 2359 9130 Email: [HKEng@kaplan.com](mailto:HKEng@kaplan.com) Website: <http://www.kaplan.com.hk/ktpa>  
 Address: Room 301-305 and 308, 3/F, E-Tech Centre, Nos 402-406 Hennessy Road, Wanchai (Causeway Bay MTR Exit A)