

## Course Tuition fee

**1** The Capstone Study Strategies Session is exclusive for the Capstone student. For session details, please refer to timetable.

Intensive Course	Early bird price on or before 24 Sep 2025	Last call price between 15 Oct 2025	Full Price
67 - 71.5 hours	<input type="checkbox"/> \$7,490	<input type="checkbox"/> \$7,990	<input type="checkbox"/> \$8,490

Please select one class from below:

Module 12	Class 1 ■	Class 2 ■
Lecturer	Mark Baines	Harris Lui
Language	English	Cantonese
Teaching Mode	Online (Live streaming) <sup>(1)</sup>	Online (Live streaming) <sup>(1)</sup>

Please select one class from below:

Study Strategies	Class 1 ■	Class 2 ■
Lecturer	Taky Lo - Classroom (face to face) <sup>(1)</sup>	Taky Lo - Online (Pre-recorded) <sup>(2)</sup>
Module 10/11/13/14		
Language	Cantonese	English
Teaching Mode	Online (Pre-recorded) <sup>(2)</sup>	Online (Pre-recorded) <sup>(2)</sup>
Module 10 - Lecturer	Phoebe Siu	Phoebe Siu
Module 11 - Lecturer	Polly Lo	Polly Lo
Module 13 - Lecturer	Taky Lo	Taky Lo
Module 14 - Lecturer	Angela Nip	Angela Nip

### Course Material (Add on service)

☐ Printing note for an Extra \$500

### Online Learning System Validation and its policy ▶

Please perform system testing through our validation page by scanning the QR code or browsing <https://www.kaplan.com.hk/page/kfa-elearning-sys-validation>



#### \*Notes:

(1) Playback recording of video will be available in eLearning Platform within 3 working days after live session ended. For details, please refer to the timetable.

(2) The pre-recorded videos for those modules which do not have classroom sessions will be available in e-learning platform. Please refer to the timetable for the information of the video uploading date.

(3) Big 4, Grant Thornton and Moore HK staff are eligible to enjoy extra 5% discount in Kaplan Capstone courses. Please refer to Terms and Conditions for more details.

## Course Tuition fee

## Terms and Conditions

## Enrolment Policy

1. A completed enrolment form/order form must be accompanied by payment in full.
2. Kaplan Financial reserves the right to cancel a course if enrolment is insufficient and/or make alterations regarding lecturers, class location (for face-to-face classes and if applicable), class schedules, topic sequence and time allocated to each topic if necessary. Under such circumstances, fees paid are non-refundable and non-transferrable. If any interruptions may happen, we will notify the students as soon as possible.
3. Course details will be emailed to students approximately three (3) working days prior to the course commencement.

## Identification Policy (for Face-to-face sessions only)

1. Kaplan Financial reserves the right to verify student's identity whenever students are present for a course, using or making request of our services. This involves verification of student's contact information and showing of ID card. The ID card must be current and valid, contain photo, be issued by a government agency and be an original document (photocopies of ID documents will not be accepted). The preferred form of ID is the HKID card or passport if student is not a Hong Kong citizen.
2. Regular spot-checks will be conducted to protect paid students' interest. If students are aware of any suspected trespassers, please inform the course lecturer and/or the administration staff of Kaplan Financial immediately. Any un-paid attendant caught will be required to pay the full course fees plus an administrative fee (50% of the full course fee). Kaplan Financial will report the case to the professional institutions (e.g. HKICPA) or/and government bodies for misconduct and disciplinary action for permanent disqualifications. Kaplan Financial will reserve the rights to report to the police and pursue legal action against the caught un-paid attendant.
3. Under all circumstances, only the enrolled and paid students can attend our lessons or use the student supporting services. Kaplan does not accept substitutes, in whole or in part, to obtain services and attend classes. Anyone attending the class without prior payment of full course fees will be subject to a full course fee plus an administrative fee (50% of the full course fee) payment on the spot. If students see any suspicious act of illegal attendance during the class, please alert our staff. Trespassing is a crime and an attempt to make off without payment is an offence under S.18C Theft Ordinance with the maximum penalty of three (3) years imprisonment. Kaplan shall report to the police and reserve the rights for further legal actions.
4. Students who have entered the Kaplan premises will be bound by Kaplan Financial's terms and conditions.

## eLearning Platform

1. Login information will be emailed to users five (5) working days prior to class commencement or within 5 working days after the enrolment is processed if the course has started, whichever is later.
2. All playback videos will be available on eLearning platform within three (3) working days after live session ended. For the latest video upload schedule, please refer to the course dashboard in eLearning platform.
3. Kaplan does not warrant that eLearning Online Access will be uninterrupted or error-free. Online Access to Kaplan eLearning is provided on an "as is, as available" basis. By using Kaplan eLearning platform, you confirm that you have met the minimum system requirements and are fully satisfied with the playback performance of Kaplan eLearning.
4. There may be a chance to experience an unstable connection from mainland China with the Great Firewall. We will not be liable or responsible in any way should you fail to access our learning materials in the event of connection issues resulting from the Great Firewall.
5. Your subscription to Kaplan eLearning class is a limited license to use the content only between the time online access is granted and its expiry date (hereinafter referred to as the "Subscription Period"). The subscription period varies depending on the class you sign up for. You are responsible for checking this information posted on the course flyer and Kaplan eLearning platform. Your subscription cannot be extended unless the extension option is included in the eLearning class you sign up for and you have met the extension requirements.
6. You understand that Kaplan may revise the online content, whether in digital or downloadable format, from time to time to meet its training objectives. It may add or remove materials that it considers as unnecessary or no longer relevant for exam preparation. Once the material is removed it will not be accessible and will not be made available upon request.
7. The classes and products sold in the correspondence courses are intended for personal use only. Sharing or resale of Kaplan materials and/or online access is prohibited. The username/user id and password given by Kaplan cannot be shared with anyone, even if that person has his or her own subscription to Kaplan products and/or services. Kaplan reserves all its rights in the event of a violation of this policy, which may include discontinuation of your license right, immediate suspension of your privileges as a seller and/or user without refund, and enforcement of Kaplan's rights under law and equity. Kaplan will only support registered users who made purchases directly from Kaplan.
8. 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 Dec 2025 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.

## Attendance Policy

1. It is student's responsibility to sign on the attendance registration sheet on face-to-face sessions as a record of presence.
2. It is student's responsibility to attend lessons according to the prescribed course schedule; the acknowledgement will be emailed to the enrolled students three (3) working days before the commencement date of the course. Students who have not received any information and announcements regarding the course within the time mentioned should contact Kaplan Financial immediately.
3. For face-to-face sessions, no seating arrangement will be planned for students. Seats are available on a first-come-first-served basis and students should not occupy seats for other students.
4. As email is the primary contact between Kaplan and students, it is students' responsibility to check their email regularly. Only urgent notice will be communicated by telephone and/or SMS.
5. 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% lesson attendance or completion progress of online videos. Late applications will not be accepted and HK\$150 will be charged for each successful issuance. Certificate of attendance will be ready within 14 working days after our acceptance of certificate request. Both classroom and online attendance records will be counted into the completion of the course.

## Course Delivery Mode

1. Capstone Module 12 classes will be delivered through live streaming, and study strategies session (Cantonese class) and M12 mock review and Q&A sessions will be delivered in face-to-face mode.
2. For Capstone Module 10, 11, 13 and 14, all the sessions will be delivered by pure online mode in the form of pre-recorded videos. For the video uploading schedule, please refer to timetable for more details.

## Course Materials for Face-to-face sessions

1. Students are required to present the original official e-receipt and Hong Kong Identity Card to attend the sessions and collect course materials. The original official e-receipt is proof of purchase of Kaplan Financial courses/products and is required to be shown during material collection.
2. All printable lecture notes with personalized watermark will be uploaded to eLearning platform.
3. In the case when a third party is involved in collecting students' materials, the original official e-receipt and a signed authorization letter (with student's name, the third party's name and his/her passport/HKID number) must be presented.
4. All course materials must be collected in person within the same examination diet.

## Course Materials for Online classes

1. The online course and/or eLearning logins, course materials, and access to live online classes, or lecture videos recordings provided to the student will be for his/her own use only. Student must not distribute,

reproduce, transfer the same or any course materials to others, in any form or manner.

2. Course notes will only be available as printable soft copies for online courses. Students can access and download the notes from the eLearning platform to print them as needed.
3. All forms of course materials, including course notes, videos and so on, will be protected by watermarks for copyright protection purposes.
4. All course materials must be downloaded from eLearning platform within the same examination diet.

## Course Materials (Add-on service)

1. All notes are non-returnable and non-exchangeable once you have signed for collection.
2. Students are required to present the original official e-receipt and Hong Kong Identity Card. The original official e-receipt is the proof of purchase of Kaplan Financial courses/products and is required to be shown during material collection.
3. In the case when a third party is involved in collecting students' materials, the original official e-receipt and a signed authorization letter (with student's name, the third party's name and his/her passport/HKID number) must be presented.
4. Hardcopy notes will only be available for pickup on the designated date(s) for those who have registered.
5. Any additional notes released by lecturers after the course commencement will be available for collection on the date of the Mock Review + Q&A sessions.
6. Each student is only allowed to collect one set of hardcopy materials. No extra copies will be available for loan.
7. All materials will be provided in black and white and watermarked. Kaplan Financial reserves the right to make the final decision regarding any application.
8. All course materials must be collected in person within the same examination diet.

## Withdrawal /Refund Policy

1. Once enrolled, fees are non-refundable and non-transferrable under any circumstances.

## Open Day Discount

1. This discount is valid only for students who enrol in Kaplan Capstone course (Dec 2025) via online store from 00:00 Hong Kong time on 25 August 2025 to 23:59 Hong Kong time on 28 August 2025.
2. It is non-refundable, non-transferable and cannot be redeemed in cash.
3. It cannot be used in conjunction with any other promotional offers, discounts and cash coupons, except the early bird discount and Big Four, Grant Thornton, Moore HK and RSM HK Discount.
4. Discount must be redeemed via online store only and will not be offered once payment is made.
5. Kaplan reserves the final right to amend these terms and conditions without prior notice. All matters and disputes will be subject to the final decision of Kaplan Financial.

## Big Four, Grant Thornton, Moore HK and RSM HK Discount (Corporate Discount)

1. Big Four, Grant Thornton, Moore HK and RSM HK staffs are eligible to extra 5% discount in ALL Kaplan Capstone course.
2. Students must submit their staff card copy to enjoy this discount.
3. It is non-refundable, non-transferable and cannot be redeemed in cash.
4. It cannot be used in conjunction with staff discount and online exclusive offer, except early bird discount and Open Day Discount.
5. Discount must be used when the enrolment is made. It will not be offered afterwards.
6. Discount cannot be used via Kaplan's online store platform.
7. Kaplan reserves the final right to amend these terms and conditions with or without prior notice. All matters and disputes will be subject to the final decision of Kaplan Financial.

## Personal Data Protection

1. 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 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 and/or 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.
2. 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.
3. If you do not wish to receive our offers and updates, please tick the below box(es).
  - ☐ Unsubscribe from all Kaplan Financial emails
  - ☐ Unsubscribe from non-Accountancy emails only

## Notes to Visa Holder Applicants (For Face-to-face sessions only)

1. Holders of valid working visas or dependency visas are welcomed to consult Kaplan for admissions. 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.imd.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 programmes 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.
2. Applicants who do not possess a valid visa for studying in Hong Kong will not be able to attend the face-to-face sessions at our campus, but are welcome to attend our online livestreaming sessions.

## Applicants from Sanctioned Countries

1. Students who are citizens from any of the following sanction countries are unable to enrol to the course: Afghanistan, Belarus, Columbia, Cuba, Central African Republic, Democratic Republic of the Congo, Democratic People's Republic of Korea, Haiti, Iran, ISIL and Al-Qaida, Libya, Mexico, Myanmar, Russia, Somalia, South Sudan, Sudan, Syria, Ukraine, Venezuela, Yemen, Zimbabwe.

## Other information

1. 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.
2. By accepting to participate on a programme of study with Kaplan Hong Kong you are agreeing to abide by the Kaplan Code of Conduct as published and available at <http://www.kaplan.com.hk/code-of-conduct>.
3. Terms and Conditions are subject to change without notice. Please review the full and most updated version from our website <https://www.kaplan.com.hk/> periodically. All matters and disputes will be subject to the final decision of Kaplan.



For additional course details,  
please scan this QR code.



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