

In Person

at the Kaplan Language Centre by:

 Cash EPS Cheque Credit Card

By Fax

application form to 2501-0589

 Cheque Credit Card

By Mail

 Room 301-305 & 308, 3/F, E-Tech Centre,
402-406 Hennessy Road, Wanchai, Hong Kong

 Cheque Credit Card

By Bank Transfer

Bank name: HSBC

Account Name: KAPLAN LANGUAGE TRAINING HK LIMITED

Account no.: 162-242184-292

*Mail application & crossed cheque with student's name on the back to the above address.

Personal Particulars <small>(Please complete all fields in block letters) * Compulsory field</small>		<input type="checkbox"/> New Student	<input type="checkbox"/> Former Student
*Last Name: _____ (Mr./Mrs./Ms.)	*First Name: _____	*Date of Birth: ____ / ____ / ____ <small>YYYY MM DD</small>	
Job Industries: <input type="checkbox"/> Accounting <input type="checkbox"/> Financial Services <input type="checkbox"/> Media / Advertising <input type="checkbox"/> Civil Services / Public Utilities <input type="checkbox"/> I.T. / Engineering <input type="checkbox"/> Wholesale / Retail <input type="checkbox"/> Hospitality / Catering / Tourism <input type="checkbox"/> Manufacturing / Trading <input type="checkbox"/> Property Development / Management <input type="checkbox"/> Others: _____			
Years of work experience: <input type="checkbox"/> No Experience <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3-5 years <input type="checkbox"/> 6-9 years <input type="checkbox"/> 10 years or above			
Home Tel: _____	*Mobile: _____	#E-mail: _____ <small>*This will be your primary contact</small>	
Proof of Identity: <input type="checkbox"/> *HKID No.: _____	OR <input type="checkbox"/> *Passport No.: _____ (Nationality: _____)		
<small>*(Please provide the first 4 characters of your HKID card no./passport no. (e.g. A123))</small>			
*Home Address: _____			
How did you hear about Kaplan? <input type="checkbox"/> Email <input type="checkbox"/> Google Search <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> LinkedIn <input type="checkbox"/> SMS <input type="checkbox"/> Seminar <input type="checkbox"/> Expo <input type="checkbox"/> Student Referral <input type="checkbox"/> Agencies referral <input type="checkbox"/> Existing/Former Students <input type="checkbox"/> Heard about Kaplan U.S. <input type="checkbox"/> Others (Please state): _____			

GMAT (Please tick the appropriate box(es))

Course Option	Course Fee (HK\$)	Course Code	
GMAT Standard	\$14,288	<input type="checkbox"/> HGMAT-240601	<input type="checkbox"/> HGMAT-241001
GMAT Exam Drill	\$8,588	<input type="checkbox"/> HGMATED-240701	<input type="checkbox"/> HGMATED-241101
Combo Package (Standard + Exam Drill)	\$20,588	Standard <input type="checkbox"/> HGMAT-240601 <input type="checkbox"/> HGMAT-241001	Exam Drill <input type="checkbox"/> HGMATED-240701 <input type="checkbox"/> HGMATED-241101

Online Course (Please tick the appropriate box(es))

Course Option	Course Fee (HK\$)	Course Code		
GRE Online	\$8,300	<input type="checkbox"/> HGREG-240101 (Jan)	<input type="checkbox"/> HGREG-240501 (May)	<input type="checkbox"/> HGREG-240901 (Sep)
		<input type="checkbox"/> HGREG-240201 (Feb)	<input type="checkbox"/> HGREG-240601 (Jun)	<input type="checkbox"/> HGREG-241001 (Oct)
		<input type="checkbox"/> HGREG-240301 (Mar)	<input type="checkbox"/> HGREG-240701 (Jul)	<input type="checkbox"/> HGREG-241101 (Nov)
		<input type="checkbox"/> HGREG-240401 (Apr)	<input type="checkbox"/> HGREG-240801 (Aug)	<input type="checkbox"/> HGREG-241201 (Dec)
		Preferred Start Date (DD/MM/YYYY): _____		
GMAT Online	\$8,300	<input type="checkbox"/> HGMATO-240101 (Jan)	<input type="checkbox"/> HGMATO-240501 (May)	<input type="checkbox"/> HGMATO-240901 (Sep)
		<input type="checkbox"/> HGMATO-240201 (Feb)	<input type="checkbox"/> HGMATO-240601 (Jun)	<input type="checkbox"/> HGMATO-241001 (Oct)
		<input type="checkbox"/> HGMATO-240301 (Mar)	<input type="checkbox"/> HGMATO-240701 (Jul)	<input type="checkbox"/> HGMATO-241101 (Nov)
		<input type="checkbox"/> HGMATO-240401 (Apr)	<input type="checkbox"/> HGMATO-240801 (Aug)	<input type="checkbox"/> HGMATO-241201 (Dec)
		Preferred Start Date (DD/MM/YYYY): _____		

Online Course (Please tick the appropriate box)

Course Option	Course Fee (HK\$)	Course Code	
GMAT Online Combo (Online + Exam Drill)	\$15,200	Online	Exam Drill
		<input type="checkbox"/> HGMATO-240101 (Jan) <input type="checkbox"/> HGMATO-240701 (Jul) <input type="checkbox"/> HGMATO-240201 (Feb) <input type="checkbox"/> HGMATO-240801 (Aug) <input type="checkbox"/> HGMATO-240301 (Mar) <input type="checkbox"/> HGMATO-240901 (Sep) <input type="checkbox"/> HGMATO-240401 (Apr) <input type="checkbox"/> HGMATO-241001 (Oct) <input type="checkbox"/> HGMATO-240501 (May) <input type="checkbox"/> HGMATO-241101 (Nov) <input type="checkbox"/> HGMATO-240601 (Jun) <input type="checkbox"/> HGMATO-241201 (Dec)	<input type="checkbox"/> HGMATED-240701 <input type="checkbox"/> HGMATED-241101
		Preferred Start Date (DD/MM/YYYY): _____	

Mock Test (Please tick the appropriate box)

Subject	Fee (HK\$)	Preferred date (DD/MM/YY)	Preferred Time
<input type="checkbox"/> GMAT Computer-Based Mock Test (3.5 hours)	\$500		
<input type="checkbox"/> GRE Computer-Based Mock Test (4 hours)	\$500		

Post-course Services (Please tick the appropriate box)

Service Item	Fee (HK\$)	Course
Kaptest Care	\$2,800	Live Course (90-day subscription): <input type="checkbox"/> GMAT Standard Online Course (90-day extension): <input type="checkbox"/> GRE Online <input type="checkbox"/> GMAT Online
Course Retake (For Live Courses)	50% of original course fee	Completed Course(s) Code: _____ Intended Retake Course(s) Code: _____

Method of Payment (Please complete in block letters)

- CHEQUE** : Cheque No.: _____ [made payable to **KAPLAN LANGUAGE TRAINING (HK) LIMITED**]
- CASH**
- EPS**
- BANK TRANSFER**
- CREDIT CARD*** : **VISA** **MASTERCARD** **AMEX**
**Only payment with an amount over \$1,000 can be settled by credit card.*

Card Holder : _____

Expiry Date : _____

Card No.: _____ - _____ - _____ - _____

Signature : _____

ENROLLMENT WILL ONLY BE RECOGNIZED WHEN ACCOMPANIED BY FULL PAYMENT.

- I declare that all information provided in this form and all attached documents are, to the best of my knowledge, accurate and complete.
- I have understood and hereby agree to provide relevant proof of my academic qualifications and work experience upon request from Kaplan Test Prep and Admissions at any time.
- I consent that I will abide by all the Rules, Regulations, and Code of Conduct of Kaplan Test Prep and Admissions.
- I have read, understood and hereby agree to the terms and conditions stipulated on the brochure, enrollment form and on Kaplan Test Prep and Admissions website.
- I wish to receive Kaplan information by email in the future.

For EU Citizens only:

- I hereby give my consent to Kaplan and its associate bodies for their proper uses of my personal information in relating to my studying at Kaplan.

For Online Course

System Validation check

View this demo link for at least 10 mins on
your computer which you will access
Online Course
<https://www.kaplan.com.hk/page/ktpa-demo>



- I have fully tested eLearning & result was satisfactory, I hereby confirm my application for Kaplan's program**
Mandatory – please tick to confirm you have performed the system validation

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY:

P#: _____ S#: _____ OR#: _____
HK\$: _____ App#: _____ Date: _____
Handler: _____

Operated by: Kaplan Language Centre (Wanchai)

Room 301-305 & 308, 3/F, E-Tech Centre, Nos 402-406 Hennessy Road, Wanchai, Hong Kong
Opening Hours: 11:00 am - 8:00 pm (Mon - Fri). Closed on Saturdays, Sundays and Public Holidays

T: 2359-9080 F: 2359-9130
Whatsapp: 5490 5172
HKEnglish@kaplan.com
www.kaplan.com.hk/ktpa

2024-v1 (School Reg. no: 578584)

Enrollment Policy

- (1) A completed enrollment form/order must be accompanied by FULL PAYMENT.
- (2) Kaplan Test Prep and Admissions reserves the right to cancel a course due to insufficient enrollment. Under such circumstances, Kaplan will facilitate a free transfer into another Kaplan course or provide a full refund within one (1) month of course cancellation.
- (3) Kaplan reserves the right to make alterations regarding course instructors, class locations, topic sequence and time allocated to each topic if necessary.
- (4) Course Acknowledgement will be emailed to students and guardians (if applicable) approximately three (3) working days prior to course commencement.

Identification Policy

- (1) Except Online Course, all students enrolling a course must hold a permanent HKID or a study visa. Kaplan 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 HKID card or passport. The identification document must be current and valid.
- (2) Under all circumstances, only the enrolled and paid students can attend our lectures or use the student supporting services.

Attendance & Video Catch-up Policy (Not applicable for Online Course students)

- (1) As email is the primary contact between Kaplan and students and guardians (if applicable), it is students' and guardians' responsibility to check their email regularly. Only urgent notice will be communicated by phone and/or WhatsApp.
- (2) It is students' responsibility to attend the course sessions according to the course timetable. Two (2) swaps for online video catch-up are allowed per enrolled course and request must be made three (3) working days prior to the session. The swap policy is only applicable to GMAT Standard Course.
- (3) Online video catch-up will only be valid on the reserved day for 24 hours and no re-swap is allowed.
- (4) Live lessons will be audio and video recorded. Upon enrollment, students shall give permission to the recording for internal use and online video catch-up.
- (5) The online video clips are copyright protected. They are solely available for student's viewings in person. No person shall sell, resell, transfer, sub-license, lease, assign, lend, rent, or otherwise redistribute the online video clips to any third party.
- (6) Kaplan does not warrant the quality of the online video clips. They are offering on the "status quo" basis. Therefore, some occasional interruptions or signal errors may occur within the viewing period.
- (7) Attendance Certificate is only issued for students who have attained 80% or above of attendance record. Official attendance certificate may be requested for a fee of HK\$50 per copy.

Course Materials

- (1) All course materials are to be collected in person, accompanied by an official receipt. Distributed materials (e.g. books, CDs, online accounts) are non-refundable.
- (2) Students are responsible to bring course materials and corresponding equipment to course sessions and practice tests. No materials or equipment are available for borrowing.
- (3) Course materials are non-refundable.

Online Course

- (1) Online Courses are non-transferrable and non-refundable, and not eligible for cancellation and alteration of subscription start date, regardless of time spent on the course and whether you have accessed to the course.
- (2) Online Courses will be using two platforms: (a) Kaplan e-learning platform and (b) Kaplan online resources.
- (3) Please view the demo link for at least 10 minutes on your computer which you will access online course and check the box on the enrollment form if your testing is satisfactory.
- (4) Activation of online account (e-Learning/Online resources) takes three (3) working days. Do not choose a start date that falls on weekend or Hong Kong's public holiday. Inappropriate start date chosen will be postponed to the earliest start date available without notice.
- (5) Course materials will be digital copy. Downloadable for once only and non-printable.

Online Assets Account (OAA)

- (1) The online assets account (OAA) only applies to GMAT Standard Course, GMAT Online Course and GRE Online Course.
- (2) The OAA comes with the course material and lasts for six (6) months from the date of issue. All contents and information will not be able to be retrieved once the account expires.
- (3) For students who retake the course, the OAA will not be re-issued or extended.
- (4) The OAA will be activated within three (3) working days after course commencement.

Mock Test

- (1) Mock test fee is non-refundable but can be redeemed as the corresponding course fee when students enroll in corresponding Kaplan course. For multiple mock test subscriptions, only one (1) mock test fee can be redeemed.
- (2) One (1) schedule change is allowed for each mock test enrollment and Kaplan must be notified at least three (3) working days in advance. Failure will result in forfeit of mock test.
- (3) Results of written mock test will be released within one (1) week upon completion of mock test.

Course Retake (For Live Courses only)

- (1) Course Retake Services are non-transferrable and non-refundable.
- (2) Course retake is not inclusive within the Combo Package. Students enrolled with the Combo Package must purchase the course retake for each of the course within the Combo Package.
- (3) Course Retake can only be redeemed once per purchase within one (1) year.
- (4) Course Retake Services can only be purchased within one (1) month from the completion date of original enrolled course.
- (5) Course Retake will NOT include course materials. Students may purchase the materials at applicable fee.
- (6) Enrollment policy applies to Course Retake Services.
- (7) Course Retake is subject to the approval from Kaplan Test Prep and Admissions and dependent on seat availability.

Kaptest Care

- (1) Kaptest Care is non-transferrable and non-refundable, and not eligible for cancellation and alteration of subscription start date, regardless of time spent on the service and whether you have accessed to the service.
- (2) Kaptest Care can only be purchased within one (1) month from the completion date of original enrolled course.
- (3) For Live Courses:
 - a) Kaptest Care provides 90-day subscription of online catch-up video via Kaplan e-Learning platform. Activation of subscription takes three (3) working days.
 - b) The online video clips are copyright protected. They are solely available for student's viewings in person. No person shall sell, resell, transfer, sub-license, lease, assign, lend, rent, or otherwise redistribute the online video clips to any third party.
- (4) For Online Courses:
 - a) Kaptest Care provides 90-day access extension on Kaplan e-Learning platform. Request must be submitted to Kaplan three (3) working days before the completion date of the enrolled online course.
 - b) The online video clips are copyright protected. They are solely available for student's viewings in person. No person shall sell, resell, transfer, sub-license, lease, assign, lend, rent, or otherwise redistribute the online video clips to any third party.

Transferral, Withdrawal and Refund Policy

- (1) Except GMAT Exam Drill, GMAT Combo Package and GMAT Online Combo, all transferral, withdrawal and refund requests must be submitted to Kaplan at least 14 working days before the paid course commencement date.
- (2) All requests are subject to an administration fee of HK\$300 per request.
- (3) No refund nor withdrawal requests are permitted for GMAT Exam Drill, GMAT Combo Package and GMAT Online Combo.

Score Guarantee Scheme

If students cannot obtain an official GMAT score of 700 upon completion of the GMAT Combo Packages courses with a 100% attendance in real-time, students can apply to access online catch-up videos for 180 days.

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 right 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) This clause has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

Notes to Visa Holder Applicants

Holders of valid visas which indicate your eligibility of studying in Hong Kong are welcomed to consult Kaplan for admissions to live class. 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.immd.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 live class 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. Any failure to obtain a valid visa may result to unsuccessful enrollment of course.

*The above terms and conditions are subject to change without notice. All matters and disputes are subject to the final decision of Kaplan.