

Co-Study Room (Day Pass) Order Form

Personal Particulars (Must be filled in)

Surname: _____ Forename: _____
 Mobile/ Contact No.: _____ Email: _____
 Existing/ Former Program: _____

Order Details:

Date of use: _____
 No. of Day Pass: _____ (\$50/day)
 Total Amount: \$ _____

Method of Payment

CASH EPS
 Payme FPS

Terms and Conditions

1. Study Room Opening Hours

- 1.1. Tuesday – Friday 11:00 am – 6:00 pm
- 1.2. Closed on Mondays, Saturdays, Sundays and Public Holidays.

2. Admission

- 2.1. This service is exclusively available for all existing or former students of Kaplan Hong Kong.
- 2.2. Users must register at the customer service counter on the date of use.
- 2.3. Each Day Pass entitles to a maximum of 9 hours' use.
- 2.4. Pre-purchase of the Day Pass is acceptable. The Day Pass is valid within five working days from the day of purchase. No refund for any unused Day Pass.

3. Terms of use

- 3.1. Each user is allowed for taking one seat only. All seats are available on a first-come, first-served basis.
- 3.2. The study room is a common area with other users engaging in their study and research activities. Keeping quiet is always appreciated.
- 3.3. Use of mobile phones in the study room is strictly prohibited. They must be set on silent mode before the users enter the Study Room.
- 3.4. Users must present their HKID card for inspection when requested by a member of Kaplan staff.
- 3.5. Please take care of your personal belongings. Kaplan will not undertake any responsibility for the loss/damage.
- 3.6. Please leave the study room by 6:00 pm. Do not leave behind any personal belongings. Kaplan staff will discard the unattended personal belongings without further notice.
- 3.7. Please keep the study room clean. No food or drinks is allowed in the study room. Please bring with you your garbage upon your leave from the study room.
- 3.8. Furniture set within the study room should not be relocated/ shuffled without prior permission.
- 3.9. The study room users must fully comply with Kaplan staff' instructions.
- 3.10. Any violation of the above rules, Code of Conduct or non-compliance to Kaplan staff' instructions will be subject to immediate expulsion from the study room and permanent termination of the usage of our Study Room.

4. Code of Conduct

- 4.1. It is the responsibility of every user to be aware of the Kaplan Hong Kong Code of Conduct as published in <http://www.kaplan.com.hk/code-of-conduct> and to abide by all its provisions.

5. Cancellation policy

- 5.1. The Day Pass is non-transferable, non-refundable and non-redeemable for cash.
- 5.2. No change is allowed once you start using your pass.

6. Miscellaneous

The Terms and Conditions are subject to change without further notice. Please refer to the full and most updated version from our website: <https://www.kaplan.com.hk/code-of-conduct>. All matters and disputes are subject to the final decision of Kaplan. These Terms and Conditions set out your entire agreement with Kaplan Financial for the Co-Study Room service and supersede all previous agreements or understandings made (verbally or in writing) about the service.

7. Declaration

I understand and agree to observe the terms and conditions set as above.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY:	
F-SO:	_____
ST:	_____
PY:	_____
HKS	_____
Date:	_____
Handler:	_____