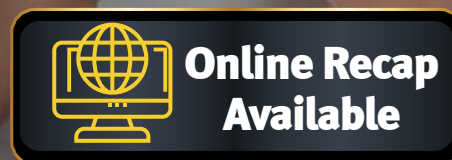


# The Capstone

Dec 2024

## Exam Preparation Programme

- **Expertise**  
Our professional lecturing team is comprised of experienced experts with the latest syllabus. We aim to guide you success!
- **Prize Winner**  
Helping more than 125 students to become prize winner throughout these years.
- **Tailor-made Study Strategies Session**  
3-hr Study Strategies Session is offered to guide the Capstone students how to break down a lengthy case into useful information by flowcharts, tables, etc.



**Want a Free Welcome Gift?^**  
Enrol Kaplan Accountancy Courses with Customer Service and like our channels now!  
^Students are eligible to enjoy this offer ONCE only.



### Module 11

15 hours  Cantonese

#### Course Description

- Cover the fundamental knowledge of HKFRSs and most of the important topics and concepts
- Provide the tailor-made handouts which contain detailed flowcharts, summarized tables and supplementary information to help you understand the HKFRSs
- Reinforce your knowledge and exam techniques with exam focused practise
- Provide her point of views on the hot topic areas and her own recommendation on the answering strategies




**Fanny Choi**

MAcc, BComm, FCCA, CPA, CA, ASCPA

 18Years Experience

 14k+ Students

 21Prize winners

- Provide a simple way to tackle the exam questions and to get the easy marks
- Simplify the difficult standards in an easier way to understand
- Always provide relevant and simple examples to explain the difficult knowledge which is easy for students to memorize the key ideas



Demo Lecture

### Module 12

30 hours  English

#### Course Description

- On this course you will receive Mark's tailor-made Capstone notes, which are constantly updated, contain all past Capstone exam questions and are the exact same high quality demanded by the Big4 firms - these exclusive notes are only available if you enrol on Mark's course
- Mark guides you how to analyse the case information, practices past Capstone questions and demonstrates the important application strategies needed to score high marks to pass the Capstone exam - leading to many of his students achieving the top prize winning awards
- The course is structured by the Capstones 9 topic areas combining knowledge and exam question practice phases providing the most efficient and effective learning needed to pass the exam
- Mark's course not only follows the same high quality Capstone course delivered at the Big4 firms, but also includes additional bonus tuition on difficult, technical and hotly tipped exam areas



**Mark Baines**

BA(Hons), FCCA

 24Years Experience

 25k+ Students


 54Prize winners

- Senior Lecturer of Kaplan Financial - Accountancy
- Leading Capstone & Module 12 lecturer for Big 4 clients for over 20 years and remains their number one trusted choice
- Provides tailor-made exam focused notes which cover all the important syllabus areas and application strategies to score higher marks needed to pass the exam



Demo Lecture

### Module 10,12

3 hours (M10) 30 hours (M12)  Cantonese

#### Course Description

- Customized lecturing materials to cover the essential topics to assist students in taking the examination efficiently and effectively
- Reinforce candidates' corporate finance knowledge and examination skills through practicing selected past papers
- Highlight common errors and misunderstandings made by the candidates and equip them how to structure the answer to score marks in the examination
- Recap and review the important and hot topic areas



**Patrick Lui**

MBA, LLB, ACCA

 19Years Experience

 2Prize winners

- Has been Kaplan's exam trainer for more than 13 years and very familiar with the exam style and trend
- Understand the weaknesses of students and able to guide them to build up a good foundation for examinations
- Strong illustration in complicated concepts and deliver them in a simple way



Demo Lecture

### Module 13

10 hours  Cantonese

#### Course Description

- Recap the updated M13 key concepts / areas (latest one-year rule) which are related to the Capstone syllabus with tailor-made course materials
- Practise exam-styled questions to familiarize yourself with every essential exam technique required to pass the Capstone Final Exam
- Teach you how to breakdown and analyze the lengthy case information and to apply the concepts recapped during the course



**Taky Lo**

MSc (A&F), FCCA, FCPA, FCPA (Aust.)

 13Years Experience

 8k+ Students

 46Prize winners

- Programme Director and Star Lecturer of Kaplan Financial - Accountancy
- Excellent presentation skills and use of extensive real-life examples
- Focus on analyzing the Capstone examination style and how to achieve highest marks during workshops and final examination
- Lecturer of M13 / Capstone for PwC, KPMG and EY



New QP 致勝之道



How to be a passing student at Capstone level

### Module 14

9 hours  Cantonese

#### Course Description

- Highlight all update tax knowledge on the 1-year rule students need for the examination
- Discuss the inter-relationship between different tax aspects with mind maps to facilitate students' ability to structure the answer
- Recap on selected topics which is considered as essential and important
- Illustrate to students on how to analyze the requirements of the examination questions



**Angela Nip**

MBA, FCCA, CPA

 19Years Experience

 32Prize winners

- Senior Lecturer of Kaplan Financial - Accountancy
- Solid experience in Finance and Corporate Planning including global tax and transfer pricing planning in multi-national companies
- Has served the HKICPA as workshop facilitator and QP Modules & Final Exam marker for many sessions



Demo Lecture

# The Capstone Structure

## Pre-reading materials release

- Pre-reading materials (case background) will be released 5 working days before the Capstone by HKICPA

## The Capstone result release

- 20% marks from the Capstone workshops
- 80% marks from the final exam\*

\*Marks allocation between workshops and the final examination will be reviewed by HKICPA periodically.



## The Capstone 3 day workshops

- Mar - May (for June examination session)
- Sep - Nov (for December examination session)



## Final Examination

- 4 hours open book
- Case study
- Several open-ended questions



\*The above information is provided by HKICPA. Please refer to <https://www.hkicpa.org.hk/en/Become-a-Hong-Kong-CPA/The-Capstone> for further details.

# Course Structure

<b>Module 10</b> Regulatory Environment	3 Hours
<b>Module 11</b>	15 Hours
<b>Module 12</b>	30 Hours
<b>Module 13</b>	10 Hours
<b>Module 14</b>	9 Hours

**Total 70 Hours\***

\*The Capstone module teaching hours allocation will be subjected to change based on the syllabus updates by HKICPA.

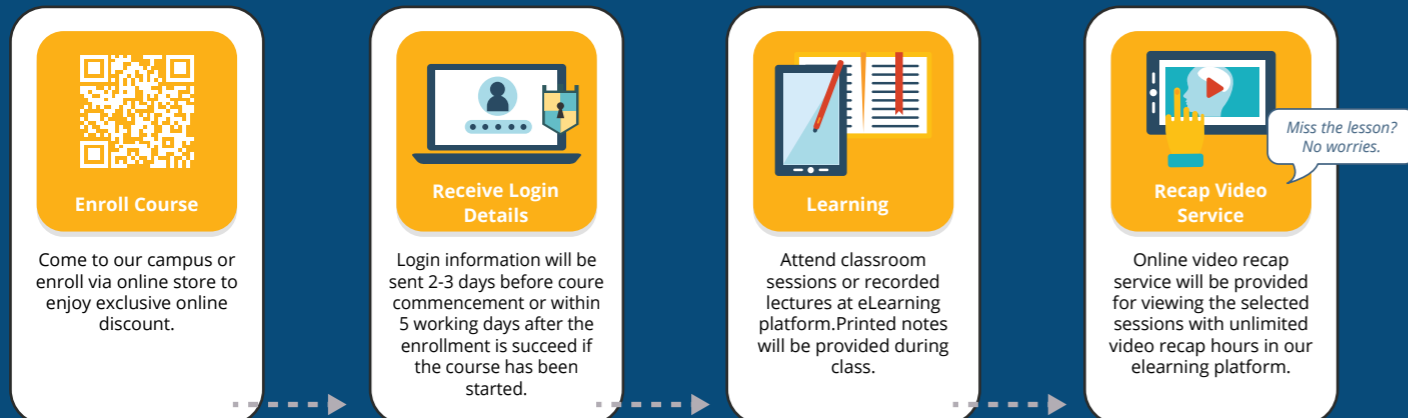
## The Capstone Study Strategies

By Taky Lo



- Guide the Capstone students how to break down a lengthy case into useful information
- Duration: 3 hours
- Exclusively for the Capstone students

# 4 Steps to Success



# H

## ighlights

# 125 Prize Winners

## Dec 2023 Diet

<b>Module 11</b>	LEE, TSZ CHING
<b>Module 12</b>	CHEUNG, SIK MAN
<b>Module 13</b>	CHAN, HO CHING FLORA
<b>Module 14</b>	LAI, JIAJUN
<b>Bronze Award for Capstone Level ICAEW Prize</b>	TANG, CHING WAI LO, WAI CHING BORIS

## Course Information



- Brochure
- Enrolment Form
- Timetable

## NEW QP: New One Year Rule



We help you list out the critical changes of examinable contents base on the annual cut-off date announced by HKICPA.

# The Capstone Open Day



Register Now

**Date:** 28 Aug 2024

**Time:** 19:00 - 20:00

**Venue:** Kaplan Causeway Bay Centre

**Speakers:** The Capstone Lecturers

Open Day  
Exclusive Offer Extra  
**\$200 Discount!\***

\*Unique discount code will only be provided on-site to Open Day attendees. It can be used in conjunction with Early Enrolment Discount and Online Store Discount. Save up to \$1,100 in total discounts.

# How

can you save more?

# Save \$900\*

\*Terms and Conditions apply.  
Please refer to the enrolment form.

# \$700

## Early Enrolment Discount

on / before **13 Oct 2024**

# \$200

## Online Store Discount\*

Get extra **\$200** online discount!  
**Promo Period: 19 Aug 2024 - 31 Oct 2024**

**Promo Code: CAP24DEC**

For further details, please visit our online store.

## Extra 5% Discount

## Big 4, Grant Thornton, Moore HK and RSM HK Discount\*

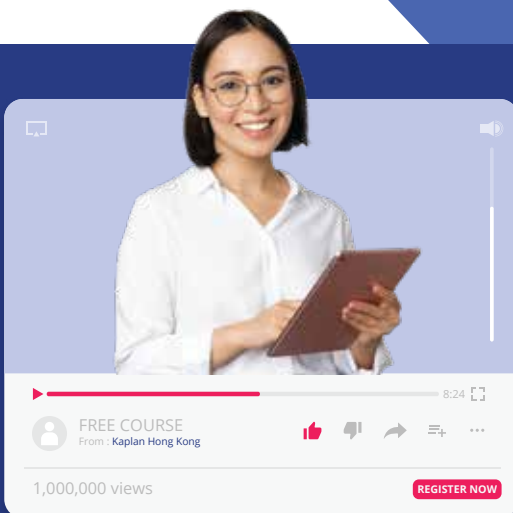
Staff from the companies above can enjoy  
extra 5% discount! This offer is only available  
to on-site registration.



Don't want to queue  
for enrollment?

## Register via our *online store*.

[store.kaplan.com.hk](http://store.kaplan.com.hk)



# FREE 1,000,000hrs PLATFORM COURSE

\*1,000,000 hours of online learning video have  
been delivered via different Kaplan HK platforms  
since 2019.

Strengthen your  
basic knowledge!



<http://free.kaplan.com.hk>

**Course Enrolment Form**

**1** The Capstone Study Strategies Session is exclusive for the Capstone student

	<b>Intensive Course</b>	<b>Online Store Discount</b>	<b>Workshop for The Capstone student</b>
	70 hours	Enroll online and get <b>extra \$200 discount!</b>	<b>Effective Business Communication Workshop</b> Essential Writing and Speaking Skills for Finance Professionals
Early Enrol. Price on or before <b>13 Oct 2024</b>	<input type="checkbox"/> \$7,290	Promo Code: <b>CAP24DEC</b> (19 Aug - 31 Oct 2024)	Speaker: Frank Liu Delivery Mode: Classroom, English with Printed English Notes Course Schedule Session 1: 21 Sep 2024 (Sat), 10am – 5pm (1 hour lunch break included) Session 2: 27 Sep 2024 (Fri), 7pm – 10pm (20mins presentation for each group) Enrolment Deadline: 20 Sep 2024, 6pm
<b>Full Price</b>	<input type="checkbox"/> \$7,990		9 hours <input type="checkbox"/> \$1,200 <sup>(3)</sup> Full Price \$2,200

Module	Lecturer	Teaching Mode	Intensive Course
Module 10 (Regulatory Environment)	Patrick Lui	Pre-recorded Video (Unlimited Hours) <sup>(2)</sup>	<input checked="" type="checkbox"/>
Module 11	Fanny Choi	Pre-recorded Video (Unlimited Hours) <sup>(2)</sup>	<input checked="" type="checkbox"/>
Module 12	Mark Baines* <small>*Medium of Instruction: English</small>	Classroom + Online Recap Video (Unlimited Hours) <sup>(1)</sup>	Class 1 <input type="checkbox"/>
	Patrick Lui		Class 2 <input type="checkbox"/>
Module 13	Taky Lo	Pre-recorded Video (Unlimited Hours) <sup>(2)</sup>	<input checked="" type="checkbox"/>
Module 14	Angela Nip	Pre-recorded Video (Unlimited Hours) <sup>(2)</sup>	<input checked="" type="checkbox"/>

**\*Notes:**

- (1) Playback recording of selected classroom sessions will be available in eLearning Platform within 3 working days after live session ended. For sessions which are not available in eLearning platform, please send email to HKCAPSTONE@kaplan.com to reserve timeslot for re-capping video(s) at Kaplan media lab. You are advised to make reservation with us at least 3 working days prior to the reserved date. 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) Students who enrolled in The Effective Business Communication Workshop, can refer to The Capstone Terms and Conditions for more details. No recording catch-up service will be provided. No further discounts can be applied to this course.
- (4) Big 4, Grant Thornton, Moore HK and RSM HK staff are eligible to enjoy extra 5% discount in Kaplan Capstone courses. Please refer to Terms and Conditions for more details.
- (5) Only hard copies of materials will be provided, and all course materials will not be uploaded to the eLearning platform.

<b>Gross Total</b>	➤	HK\$ _____
<b>Big 4, Grant Thornton, Moore HK<sup>(4)</sup> and RSM HK Discount</b>	➤	HK\$ _____
<b>Total Payable</b>	➤	HK\$ _____

<b>FREE Basic Course (Online)</b>	<b>Online Learning System Validation and its policy</b>
Basics of Financial Reporting - Fanny Choi	Please perform system testing through our validation page by scanning the QR code or browsing <a href="https://www.kaplan.com.hk/page/kfa-elearning-sys-validation">https://www.kaplan.com.hk/page/kfa-elearning-sys-validation</a>
Basic Audit Workshop - Polly Lo	
Basic Hong Kong Tax - Angela Nip	
<a href="https://free.kaplan.com.hk/">https://free.kaplan.com.hk/</a>	

**Personal Particulars** PLEASE COMPLETE IN BLOCK LETTER \* MUST COMPLETE

I am a  New Student  Old Student Kaplan ID : \_\_\_\_\_ (if applicable)

\* (Mr / Mrs / Ms) Surname : \_\_\_\_\_ \*Forename : \_\_\_\_\_

\* Mobile / Contact No. : \_\_\_\_\_ \*HKICPA Registration No. : \_\_\_\_\_

\* HK ID / Passport No. : \_\_\_\_\_ (First 4 digits i.e. A123) Nationality : \_\_\_\_\_ (This field must be completed if a passport no. is provided)

\* E-mail : \_\_\_\_\_ \* Date of Birth: \_\_\_\_\_ DD/MM/YY

Company : \_\_\_\_\_ Fax : \_\_\_\_\_

Postal Address : \_\_\_\_\_

**Method of Payment** PLEASE COMPLETE IN BLOCK LETTER

CASH  EPS  FPS  PayMe  CHEQUE NO. : \_\_\_\_\_ (made payable to Kaplan Financial (HK) Limited)

Credit Card:  VISA  MASTERCARD  AE

FULL PAYMENT  INSTALMENT

**Interest-free instalment payment**

- HSBC/Standard Chartered Credit Card holders are eligible for 3/6 months interest free instalment when enrol over \$5,000.
- To enjoy the Interest Free Instalment Plan, enrolment can be done at Kaplan Centre in person or via online store using HSBC / Standard Chartered credit card.
- AE Credit Card holders are eligible for 12 months interest free instalment when enrol over \$5,000.
- Credit cards bearing the American Express name, brand or logo issued by its licensees in Hong Kong are eligible for the Interest Free Instalment Plan. Credit Cards, Corporate Cards, and US Dollars Cards issued in Hong Kong by American Express International, Inc. and all American Express Cards issued outside of Hong Kong are not eligible for this interest-free instalment plan. Please check with Kaplan for details.
- To enjoy the Interest Free Instalment Plan, enrolment must be done at Kaplan Centre in person with American Express credit card.
- For details, please check with Kaplan at 2526 3686.

<p><b>FOR FAX AND POST ORDER ONLY</b></p> <p>Card Holder : _____</p> <p>Card No. : _____ - _____ - _____ - _____</p> <p>Expiry Date : _____</p> <p>Signature : _____</p> <p>Signature : _____</p>	<p><b>Declarations</b></p> <ul style="list-style-type: none"> <li>I declare that all information provided in this form and all attached documents, are, to the best of my knowledge, accurate and complete.</li> <li>I consent that I will comply with all the Rules and Regulations of your company.</li> <li>I have read, understood and hereby agreed to the terms and conditions stipulated on the brochure, enrolment form and Kaplan Financial's website.</li> <li>I wish to receive Kaplan information by email in the future.</li> <li>I have met the system requirements of the eLearning platform and the testing result is satisfactory.</li> <li>I have read, understood and agreed to the policy of using the online service.</li> </ul> <p>Date : _____</p>	<p><b>FOR OFFICIAL USE ONLY:</b></p> <p>F-SO: _____</p> <p>ST: _____</p> <p>PR: _____</p> <p>HK\$: _____</p> <p>App#: _____</p> <p>Date: ____ / ____ / ____</p> <p>Handler: _____</p>
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Course Enrolment Form

**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 locations, class schedules, topic sequence and time allocated to each topic if necessary. Under such circumstances, fees paid are non-refundable and non-transferable. If any interruptions may happen, we will notify the students as soon as possible.
3. Course details (including confirmed dates and teaching venue) will be emailed to students approximately 3 working days prior to course commencement.

**Identification Policy**

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) and/or 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 lectures 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. Kaplan shall report to the police and reserve the rights for further legal actions. The maximum penalty is 3 years imprisonment.
4. Students who have entered into the Kaplan premises will be bound by Kaplan Financial's terms and conditions.

**eLearning Video Recap Pass ("ePass")**

1. Video access rights will be granted to users automatically when the login instruction is sent. For the details of login instruction, please refer to the part of "eLearning Platform".
2. The ePass of a particular course is applicable to the linked course only and it cannot be used in different courses parallelly.
3. It is non-refundable, non-transferable and cannot be redeemed in cash.
4. The ePass represents the number of video hours that the student is available to recap on the eLearning platform.

**eLearning Platform**

1. Login information will be emailed to users 2-3 working days prior to class commencement or within 5 working days after the enrollment is succeed, whichever is later.
2. For sessions which are not available in eLearning platform, please send email to HKCAPSTONE@kaplan.com to reserve timeslot for re-capping video(s) at Kaplan media lab. You are advised to make a reservation with us at least 3 working days prior to the reserved date.
3. For the latest video upload schedule, please refer to the course dashboard in eLearning platform.
4. 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.
5. 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.
6. 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.
7. You understand that Kaplan may revise the online content, whether in printed, 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.
8. 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 the auction itself, 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.
9. 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 2024 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 (Point 1-3 is suitable for classroom modules only)**

1. It is student's responsibility to sign on the classroom attendance registration sheet as a record of presence.
2. For all the classroom 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.
3. It is student's responsibility to attend lessons according to the prescribed course schedule; the acknowledgement with course venue 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.
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% attendance or completion progress of online course. Late application will not be accepted and HK\$50 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 record will be counted into the completion of the course.

**Course Delivery Mode**

1. The Capstone Module 12 classes and study strategies session will be delivered by classroom mode, unless there are health and safety measures or other unexpected situation that we are not able to ensure the safety of campus. If such situation occurred, the lessons may be delivered via online learning platform only without providing face-to-face session. Kaplan will keep monitoring the situation and students will be informed for further arrangement as soon as possible.
2. For the 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**

1. On the date of course commencement, students are required to present the original official e-receipt and Hong Kong Identify 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.
2. 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.
3. Each student is only allowed to collect one set of hardcopy materials. No extra copies will be available for loan.
4. No lecture notes will be uploaded to eLearning platform.
5. All course materials must be collected in person within the same examination diet.
6. For the notes collection arrangement collection of modules delivered by online mode, it will be announced by email and relevant page in the eLearning platform before the first lesson of M12.

**Effective Business Communication Workshop**

1. The Effective Business Communication Workshop will be delivered by face-to-face mode.
2. Course details (such as confirmed dates) will be emailed to students approximately 3 working days prior to course commencement.
3. Due to privacy problem, no recording catch-up service will be provided for this course.
4. No further discounts (staff discount and corporate discount) can be applied to this course.

**Transferal Policy**

1. A transferal application must be submitted to Kaplan Financial, along with the original official e-receipt, written request and supporting documentation, at least 14 working days prior to the course commencement. Application after the commencement will not be accepted.
2. Any request for special consideration based upon health conditions will be considered on an individual basis based upon the circumstances, the evidence or supporting documents available and the timing of the request. Personal and business circumstances such as heavy work load, holidays, travels and exam withdrawals will not be considered.
3. Transferal application is only accepted for the same paper within the same examination diet.
4. Each successful application is subject to a non-refundable administrative fee of HK\$300 per course per request.
5. Kaplan Financial reserves the right to make the final decision of the application.

**Withdrawal/Refund Policy**

1. A course withdrawal application must be submitted to Kaplan Financial, along with the original official e-receipt, written request and original evidence support, at least 14 working days prior to the course commencement. Withdrawal application is not accepted after the course commencement or the videos and course notes in eLearning platform had been accessed.
2. Each successful application is subject to a non-refundable administrative fee of HK\$300 per course per request and collected course materials will be charged at a fee of HK\$400 per course.
3. Refund can be in the form of:
  - a) Credit Note: with the total amount of the course (exclude study materials and administrative fees) with 1-year validity will be issued. It is non-refundable, non-redeemable and non-transferable; issued credit note can only be used on Accountancy products of Kaplan Financial; the amount on the credit note can only be used once and against the course fee by the set expiry date. If there will be an increase in course fee, students are required to settle the differences; OR
  - b) Cheque Refund: 50% course fees (exclude the study materials and administrative fees) will be refunded. Refund will be done by the issue of cheque and student will be notified for the date of collection.
4. Refund will be payable within six (6) weeks from the date upon which Kaplan Financial was advised of the withdrawal. Kaplan Financial reserves the right to make the final decision of the application.
5. You accept that once a cancellation request has been received, your access to any online materials held on our learning platform will be revoked.

**Social Media Gift Redemption**

1. The gift will only be offered upon Kaplan Accountancy students like and share our Facebook fans page ([www.facebook.com/hkffa/](http://www.facebook.com/hkffa/)) or follow our Instagram ([www.instagram.com/kaplanhk\\_kffa/](http://www.instagram.com/kaplanhk_kffa/)), and present it in person to our Customer Service Team at Kaplan Centre during enrolment.
2. All gifts cannot be returned, transferred, resold, or exchanged for cash.
3. All gifts are limited in quantity and are subject to a first-come-first-serve basis while stocks last.

**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 enjoy extra 5% discount in ALL Kaplan Capstone course on top of the early bird discount.
2. Students must submit their staff card copy to enjoy this discount.
3. It cannot be used in conjunction with staff discount and online exclusive offer (except early bird discount).
4. It is not applicable for the Effective Business Communication Workshop.
5. Discount must be used when the enrolment is made. It will not be offered afterwards.

**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 boxes (e.g.  Unsubscribe from all Kaplan Financial emails  Unsubscribe from non-Accountancy emails only)

**Notes to Visa Holder Applicants**

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.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 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.

**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.php>
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.



WhatsApp Chat With Us Now!

# The Capstone

## Exam Preparation Programme Dec 2024

# Timetable

### Capstone Study Strategies Session

Lecturer: Taky Lo (Cantonese)

Delivery Mode	Session	Date	Day	Time	Recap Video in E-learning Platform
Classroom	1	12-Sep-24	Thu	7pm-10pm	Nil

### Capstone M12 Class 1

Lecturer: Mark Baines (English)

Delivery Mode	Session	Date	Day	Time	Recap Video in E-learning Platform
Classroom	1	25-Sep-24	Wed	7pm-10pm	Nil
	2	26-Sep-24	Thu	7pm-10pm	√
	3	4-Oct-24	Fri	7pm-10pm	√
	4	11-Oct-24	Fri	10pm-1pm	√
	5	11-Oct-24	Fri	2pm-5pm	Nil
	6	16-Oct-24	Wed	7pm-10pm	√
	7	18-Oct-24	Fri	7pm-10pm	√
	8	23-Oct-24	Wed	7pm-10pm	√
	9	25-Oct-24	Fri	7pm-10pm	√
	10	30-Oct-24	Wed	7pm-10pm	Nil
	Mock Review	22-Nov-24	Fri	7pm-8:30pm	√

### Capstone M12 Class 2

Lecturer: Patrick Lui (Cantonese)

Delivery Mode	Session	Date	Day	Time	Recap Video in E-learning Platform
Classroom	1	24-Sep-24	Tue	7pm-10pm	Nil
	2	26-Sep-24	Thu	7pm-10pm	√
	3	2-Oct-24	Wed	7pm-10pm	√
	4	7-Oct-24	Mon	7pm-10pm	√
	5	9-Oct-24	Wed	7pm-10pm	Nil
	6	16-Oct-24	Wed	7pm-10pm	√
	7	21-Oct-24	Mon	7pm-10pm	√
	8	23-Oct-24	Wed	7pm-10pm	√
	9	28-Oct-24	Mon	7pm-10pm	√
	10	30-Oct-24	Wed	7pm-10pm	Nil
	Mock Review	22-Nov-24	Fri	7pm-8:30pm	√

### Capstone M10/M11/M13/M14

Delivery Mode	Expected Video Upload Date*	Module	Lecturer	Teaching Hours	Recap Video in E-learning Platform
Pre-recorded Video	End Sep	M13	Taky Lo	10 Hours	√
		M10	Patrick Lui	3 Hours	√
	Early Oct	M11	Fanny Choi	6 Hours	√
		M14	Angela Nip	3 Hours	√
	Mid Oct	M11	Fanny Choi	9 Hours	√
		M14	Angela Nip	6 Hours	√

\*Students will be informed once the video has been uploaded in eLearning platform.

#### Note:

1. For the classroom session, only the sessions with '√' will be available in eLearning platform 3 working days after the session ended. Recap video of remaining sessions will not be available in elearning platform and students can recap all videos in our campus 3 working days after the session ended. Please send email to HKCAPSTONE@kaplan.com to reserve a seat for media lab video recap.

2. This schedule may be subject to change but we will endeavour to keep the final schedule as close as possible to what appears here.

### Kaplan Financial (HK) Limited

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