

Y O U R  
**TRUSTED**  
PARTNER

# CFA<sup>®</sup> Program

## Chartered Financial Analyst

December Exam **2019**

Approved Prep  
Provider



CFA Institute

Kaplan Financial (HK) Limited is a member of the CFA Institute  
Approved Prep Provider Program.

✔ **Leading Global Provider 22+yrs**

Over 22 years in offering all 3 levels of CFA<sup>®</sup> Program training in Hong Kong. Proven track record and experience over 50 class locations.

✔ **Expert Trainers** Satisfaction Rate of Trainer<sup>#</sup>: **≥ 90%**

✔ **Flexible Course Options**

✔ **Protection Scheme\***  
Free resit for the following exam

✔ **Catch-up Video (Unlimited access)**  
Review or make up missed sessions anytime online

✔ **Comprehensive Learning Approach**

✔ **CEF Reimbursable Course**



For more information

kfmhk

facebook<sup>®</sup>

[www.kaplan.com.hk/kfm](http://www.kaplan.com.hk/kfm)

<sup>#</sup>Refers to page 9. <sup>\*</sup>Refers to page 5.  
It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.  
Non-local course registration no. 360846  
These courses have been included in the list of reimbursable courses under the Continuing Education Fund.  
The Office of the Continuing Education Fund does not have record of registration of this course under the Qualifications Framework.

# Guide to CFA® Exam Preparation

## AT A GLANCE

### Page

02	Testimonial
03	About CFA® Program
04	Get Ready & What You Get
05	Protection Scheme
06-07	Course Schedule
08-09	Trainers Profile
10	FAQ
12	Terms and Conditions

### Appendices:

- I. Level I Fees & Course Schedule
- II. Schweser Study Packages



I found that Kaplan's prep course for the CFA® program is incredibly helpful for a number of reasons.

Most importantly, we had a great teacher - **engaging, enthusiastic, helpful, and highly exam-focused.**

I'm also grateful for his detailed, **step-by-step approaches** in teaching us how to answer exam questions.

Also, the **catch-up videos** were very helpful for **reviewing concepts and catching things I had missed in class!**”

### SARAH PETERSON

2015-2016 Level I & II Alumni



of our customers said  
Kaplan CFA® exam prep is useful.  
(2018 Survey result)

### HEAR WHAT OUR STUDENTS SAY



# About CFA® Program



CFA® Program makes global standard for professionals in the financial sector, from which they gain investment knowledge and ethical principles. Earning a CFA® Charter you are one step ahead of becoming a financial professional.

## CFA® Program Overview

- Administered by CFA Institute since 1962
- Generalist study and exam program for investment professionals
- Three exams based on a practice-based curriculum that changes annually to meet nature and complexity of the global investment profession
- Focus on the knowledge essential to the investment decision-making process
- Recognized as the “gold standard” in the industry

## Why Do Thousands Pursue the CFA® Charter?

- **“Gold standard” worldwide** – international standard for measuring competence and integrity; clients and colleagues regard charterholders with a presumption of expertise
- **Career enhancing** – represents a mark of quality, proof that you have mastered a rigorous curriculum and possessed a broad range of investment knowledge; a “passport” for entry to or advancement within the profession
- **Essential knowledge** – focuses on knowledge based on current industry practice, anticipated future trends and competencies essential to practice in the investment profession
- **Global network** – instant access to a global network of financial professionals

## Enter the CFA® Program

- Have a U.S. bachelor's (or equivalent) degree, or be in the final year of your bachelor's degree program at the time of registration, or have four years of professional work experience (does not have to be investment related), or have a combination of full-time professional work and college experience that totals at least four years. Part-time positions do not qualify, and the four-year total must be accrued prior to enrollment
- Be prepared to take the exams in English
- Have a valid international travel passport
- Meet the professional conduct admission criteria

## Become a CFA® Charterholder

- Pass the **three levels** of exam
- Become regular member of CFA Institute
- **48 months** of relevant work experience (accumulated before, during or after exam)
- Submit 2 sponsor statements for CFA Institute and society membership application
- Maintain charterholder status

## The Examinations

- 3 levels – must be taken in order and each passed to proceed to next level
- No limit to number of times sitting for each level, nor time elapsed between levels and completion time
- **Level I** exam offered **twice a year** (in June and December)
- **Level II and III** exam offered **once a year** in June
- Fastest completion is 2 years

## Exam Format, Date, Duration, Pass Rates and Fees

### LEVEL I

- 240 equally weighted multiple-choice questions
- Each question has three answer choices

### LEVEL II

- Total 21 item sets; 18 vignettes with 6 items each and 3 vignettes with 4 items each
- 10 items set questions in the morning and 11 items set questions in the afternoon

### LEVEL III

- 50% constructed response questions (8-12 essays); and
- 50% item sets; Total 11 item set questions; 8 vignettes with 6 items each and 3 vignettes with 4 items each

**Exam Date : 7 Dec 2019 (Sat)**

**Duration : 6 hours; 3 hours (AM) + 3 hours (PM)**

Pass Rates	LEVEL 1	LEVEL 2	LEVEL 3
2018	43%	45%	54%
2017	43%*	47%	54%

\*For both June and December Exam

Fees	Early Registration	Standard Registration	Late Registration
Registration Deadline	27 Mar 2019	14 Aug 2019	11 Sep 2019
Enrollment Fee*	US\$450	US\$450	US\$450
Registration Fee	US\$650	US\$950	US\$1,380
Curriculum <sup>+</sup>	US\$150	US\$150	US\$150
Approximate Total Cost (US\$)	US\$650-1,250	US\$950-1,550	US\$1,380-1,980
Approximate Total Cost (HKD)	HKD5,070-9,750	HKD7,410-12,090	HKD10,760-15,440

\*For Level I new candidates only. <sup>+</sup>Optional print version

## Topic Area Weights

	LEVEL 1	LEVEL 2	LEVEL 3
Ethical and Professional Standards	15%	10-15%	10-15%
Quantitative Methods	10%	5-10%	-
Economics	10%	5-10%	5-10%
Financial Reporting and Analysis	15%	10-15%	-
Corporate Finance	10%	5-10%	-
Equity Investments	11%	10-15%	10-15%
Fixed Income	11%	10-15%	15-20%
Derivatives	6%	5-10%	5-10%
Alternative Investments	6%	5-10%	5-10%
Portfolio Management and Wealth Planning	6%	5-15%	35-40%

CFA Institute recommends minimum of **300 hours** of study time for each level. Your time commitment is critical to success.

**Kaplan CFA® Exam Prep** will enhance your understanding of the materials but your commitment to out-of-classroom study is essential.

## Contact CFA Institute

**Hong Kong Office**  
23/F, Man Yee Building, 68 Des Voeux Road,  
Central, Hong Kong  
Telephone: +852 2868 2700  
24-hour Info: +852 8228 8820

**Head Office in US**  
Email: info@cfainstitute.org  
Telephone: +1 (434) 951-5499 Fax: +1 (434) 951-5262  
Web: www.cfainstitute.org  
(Login to submit inquiry at website)

# Get Ready

## Free Seminars & Demo Lecture

Understand more about the curriculum and exam tips. Trainer is here to answer your questions.

Register



Visit [www.kaplan.com.hk/financial-markets/events](http://www.kaplan.com.hk/financial-markets/events)

## Free Resources

Take advantage of these free study materials from Kaplan. Get a competitive edge in your studies with our free resources

*eBook | CFA® Fundamentals, 2nd Edition*  
*Calculator Workshop | Texas Instruments BA II Plus Calculator Practice Test | Try some questions*  
*Demo Lectures | Have a taste of our lessons*  
*Facebook | Latest activities & promotions*  
*Mindmap | Review core concepts*

Visit [goo.gl/R9luaN](http://goo.gl/R9luaN)



## What You Get



### FREE Schweser Items\*

Enroll education phase and get your free set of 2019 Schweser Classic Package in advance.

For product availability, please refer to insert.

Remark: \*Terms & conditions apply.



### FREE Online Catch-up Video\*\*

Review or make up missed sessions anytime online (Unlimited access)

Remark: \*\*Terms & conditions apply. Available for Classroom Learning - Education Program only.



## Online Pre-course

Our comprehensive learning program commences from 1 Jun 2019, enrol Education phrase on or before **12 Aug 2019** for our exclusive online pre-course features:

*Level I:*

*Approximate 9 hours of online instruction on fundamental accounting, financial maths and BAII+ Calculator tips*



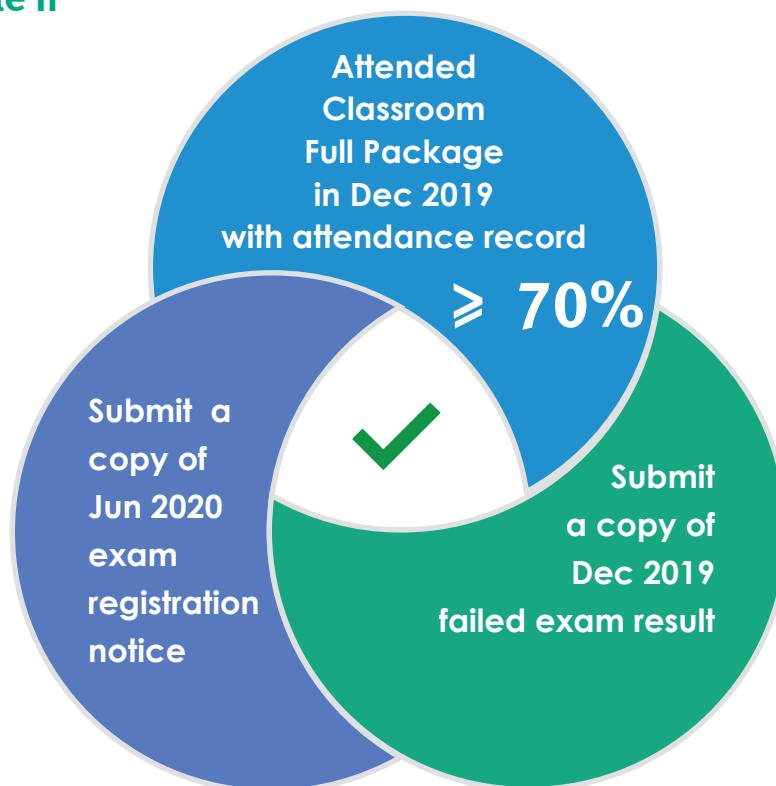


**FREE  
Resit**

for Jun 2020 Exam<sup>1</sup>

**Yes!**

You are eligible if



**What you will get for the Jun 2020 exam<sup>2</sup>**

**1** Online Education Program



**2** Updated Kaplan Class Materials (Education Program Slide Pack)



**Remarks:**

A new set of Schweser Classic Package will **not be provided** for Jun 2020 sitting. At your discretion, you may purchase the updated Schweser materials at the applicable fees.

1. To qualify free resit for June 2020 (Level I) Exam, you must have i) attended Classroom Full Package (including Classroom Education, Classroom Revision and Mock Exam & Review) at Kaplan Financial in the Dec 2019 exam sitting and; ii) an attendance record of at least 70%, which will be based on your signature on our class attendance sheet and; iii) to submit the Free Resit Request form, Dec 2019 fail notice for the same level, together with June 2020 (Level I) exam registration notice for the same level (unsuccessful candidates only) by 30 Apr, 2020.

2. If you are eligible, you can resit the online education program and receive updated Kaplan class materials for the following exam sitting in the same level (Jun 2020 for Level I).

## Phase 1

### Education Program

60 hrs - 20 sessions



## Phase 2

### Revision Course

27 hrs - 9 sessions



### Prepare



### Practice



Learn new facts, concepts, processes, procedures, and principles.

Retain and remediate new knowledge through application and practice.

## Learning Outcomes

### Knowledge Building

- Cover all big-picture concept vital to understand CFA® Program curriculum and provide exam-related tips and tricks

### Simulation and Practice

- Concentrate on exam taking strategies and techniques
- Intensive exercises drilling with full debriefs
- Additional review of most difficult and tricky concepts

## Learning Resources

### Education Program Slide Pack

### Practice Questions

- End-of-topic Q&A

### Free Schweser Classic Package

- FREE (Retail \$3,800)



### Revision Mind Maps

- Summarize key concepts at a glance

### Revision Q&A Book

- Over 800 Exam-standard concept checkers

## Online Access & Supporting Services

### Online Pre-Course (enroll on or before 12 Aug 2019)

- Start early by watching approximate 9 hours of online instruction on fundamental concepts

### Online Progress Test

- 6 tests scheduled at key milestones
- Extra questions to consolidate knowledge

### Online Catch-up Video<sup>^</sup>

- If you are unable to attend a class, catch up by watching recorded lectures from home or on campus

### Swap Class<sup>^</sup> (6 quotas)

- Catch up missed lectures by swapping to another class

### Swap Class<sup>^</sup> (2 quotas)

- Catch up missed lectures by swapping to another class



## Online Education Program

Trainer: Cyrus Tsui CAN | Jonathan Lau ENG

- Captured from June 2019 live Education Program
- Same syllabus for June and December 2019
- All video sessions are available now
- Access the same quality teaching (trainer's audio, annotations and visuals) as students do in live lectures, except swap class service
- Enjoy one-time free delivery of course slide pack to Hong Kong office address
- Tap into trainer support via email

<sup>^</sup>Terms and conditions apply.

## Phase 3

### Mock Exam & Review



6 hrs - Mock Exam

3 hrs - Mock Review



Evaluate retention and application of new knowledge.

#### Performance Measure

- Practice the skills and knowledge required in real exam
- Trainer's post-mock debrief

#### Exam-standard Schweser Mock Exam Questions

##### Answers & Explanations

- Printable answer key and online answer explanations
- Online scoring and performance tracking after you login and key in your answers
- Additional Schweser Online Multimedia Tutorial delivered by Schweser faculty in US.

##### Personalised Performance Reports

- Evaluate your performance, identify areas for improvement and priorities

#### Study Room

- Study room will be opened around 3 weeks before the exams. Details will be announced via email.

Prep at your own pace through online video course, accessible 24/7,  
unlimited review  
until Dec 2019 exam day

#### System Requirement

Visit [goo.gl/CZd8ZP](http://goo.gl/CZd8ZP)



I think Kaplan's prep course for the CFA® Program is very useful. It helped me to prepare for the exam in an efficient way and saved me lots of time in understanding the broad and heavy study materials. They taught in a very practical way and highlighted the key points for exam preparation."

### LILY LANG

2014-2016 Level I, II & III Alumni



### PRIVATE TUTORING

- Tailor made your own 1:1 or group tutoring with an expert trainer
- More intensive and focused practice comparing to regular program
- Customize your own schedule and study plan based on your needs

Contact us for assessment and price quote

Tel: 2526 3686

Email: [hkcfa@kaplan.com](mailto:hkcfa@kaplan.com)

# Trainers Profile



**Dr. Kyle Wong**

PhD(Cornell), CFA, FRM

- Over 11 years of experience in teaching CFA Level I, II and III
- Design, develop and deliver financial training programs to top financial institutions and MNCs
- Expertise in investment tools, risk management, financial analysis, hedge fund, structured products, portfolio management and wealth management
- Subject expert of CFA Level III essay questions
- Trainer of the first CFA Level III IPS workshop in Hong Kong
- Currently Director of Kaplan's Financial Markets Division
- COO of Avant Capital Management, a greater China value focused hedge fund
- Columnist for i-Money Magazine
- Joined from DBS, where he was VP of Complex Hybrid Products. Prior to that, he held numerous executive positions at Merrill Lynch, HSBC, RBC, Citi in Canada, Singapore and Hong Kong



**Mr. Larry Yuen**

MSc Risk Management Science (CUHK),  
MSc (ECom&IComp) (HKU),  
MFE (Lond), CFA, CAIA, FCA

- All-round trainer with extensive experience in finance, risk management and accounting
- Over 20 years of experience in the financial industry spanning across wealth management and capital markets
- Held senior positions at Citi, Deutsche Bank, ABN Amro, ING and Schroder
- Expertise in portfolio management and fund management
- Experienced trainer in delivering master-level finance courses
- Numerous real-life examples to illustrate and solidify concepts



**Mr. Jonathan Lau**

BA Econ (Cambridge), CFA

- Investment specialist with over 12 years of experience in multi-asset investments
- Was Head of Research for 7 years at Brooks Macdonald Asset Management based in London with over US\$13bn in assets under management
- Co-chaired the Asset Allocation Committee that oversaw the investment process, fund selection and marco research strategy
- Prior to that, held positions in Deutsche Bank's corporate team and a IFG, financial services company, where he managed pension funds
- Passionate trainer who will share tips from his experience in passing all three levels of the exam in one-go







## Mr. James Lam

MSc. Financial Mathematics (HKUST), CFA

- Over 12 years of experience in the financial industry in multi-asset classes, including equities, derivatives, convertibles
- An expert in portfolio management, risk management, hedge fund, and structured products
- Held senior positions at numerous asset management firms, where he managed equity asset portfolios
- A passionate trainer, with extensive experience in valuation, financial statements, and risk management, who can distill complex concepts into simple ideas



## Mr. Cyrus Tsui

MScMF (Oxford), BEng (HKUST), CFA, FRM

- Previous role in various top investment and global banks in Hong Kong and London, including Morgan Stanley, HSBC and RBS
- Over 10 years of experience in valuation and pricing of derivatives, finance and product control, P&L analysis and regulatory reporting
- Master of Science in Mathematical Finance (with distinction) from the University of Oxford
- Passed all levels of CFA exam and FRM exam in one-go
- Able to share his recommendation on how to use the course slides and practice questions strategically to highlight important areas and build exam technique

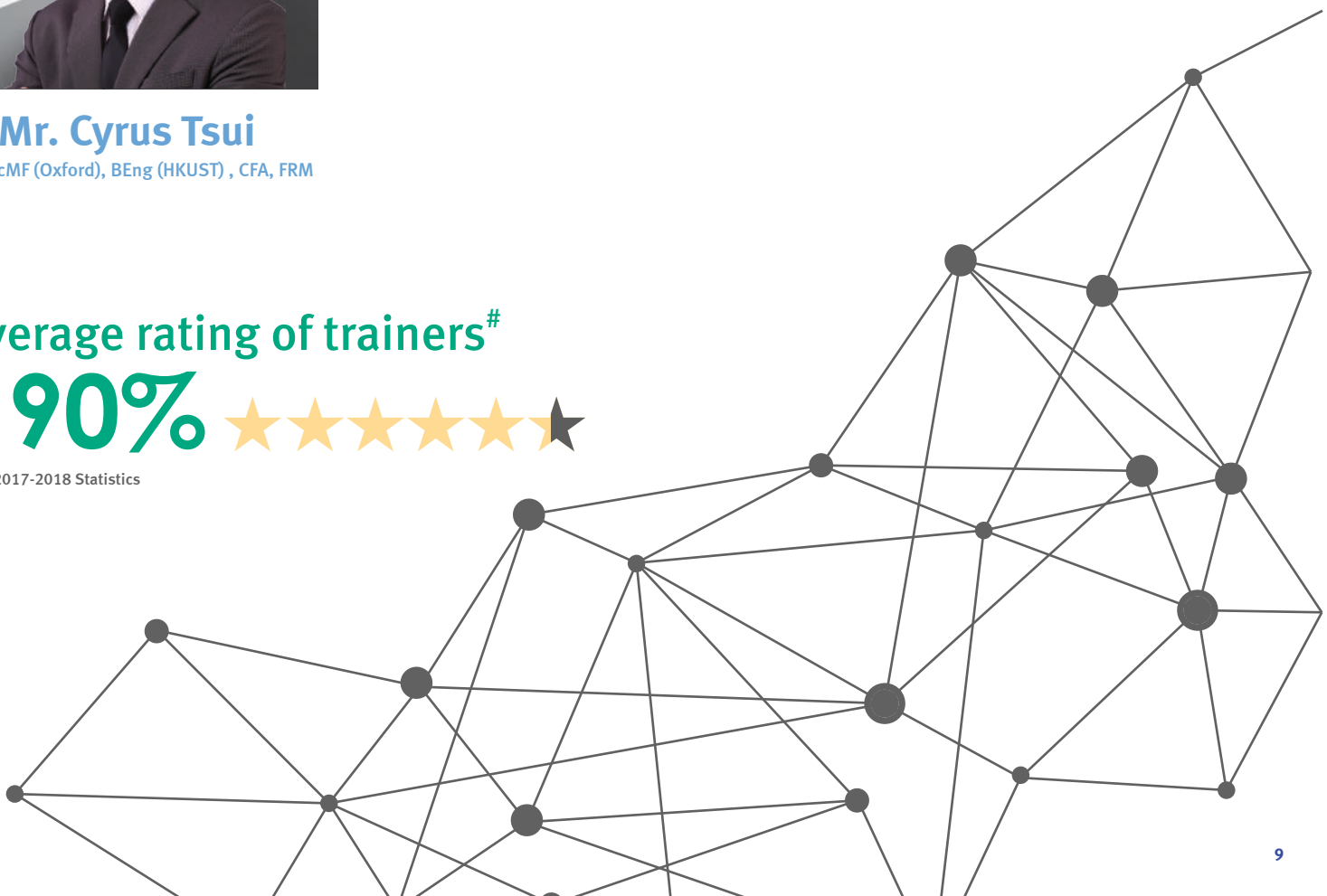


### Average rating of trainers<sup>#</sup>

# ~ 90%



<sup>#</sup>Jun 2017-2018 Statistics



## Is your course suitable for me if I don't have solid background in Finance?

### Will it be difficult for me to catch up in class?

▶▶▶ Our most complete 3-Phase learning strategy (Education + Revision + Mock Exam) for the CFA® Program, known as **Full Package** is the most comprehensive training in Hong Kong. We not only help you build core concepts but also take it further by enhancing exam techniques and rehearsing exam.

For students who do not have background in business nor strong financial knowledge, we offer **Free Online Pre-course** for those who enrol on or before early bird deadline. Approximate 9 hours of online instruction on fundamental concepts helps you build a solid foundation and acquire key skills required to ensure a smooth start.

We also recommend you to begin your CFA® Program journey with our **Free Resources**, including CFA® Fundamental eBook, Calculator Workshop etc. For details, please refer to Page 4.

### Will you help me register the exam?

▶▶▶ You are responsible for registration of the CFA® exam. If you have not done so, you can register online at: [www.cfainstitute.org/programs/cfa/register](http://www.cfainstitute.org/programs/cfa/register). Please beware of the exam registration deadline indicated on Page 3.

### How long should I prep the exam?

▶▶▶ The CFA® exam is tough, CFA Institute recommends **minimum of 300 hours** of study time for each level. Instead of expending more energy and time trying to figure out the complexities of the curriculum, outsource it to a professional like Kaplan. So you can study more efficiently. Our most complete CFA® Program 3-Phase learning strategy (Education + Revision + Mock Exam) includes everything you need to maximize study effectiveness. The duration of our program takes 3 to 5 months to get you exam-ready.

### I may not be able to attend some of the sessions. What should I do?

▶▶▶ Don't worry, we have the best solution for you. Our Online catch up video and Swap class service are here to prevent you from missing any classes. Contact our Customer Service Officer and request:

#### Swap class service

Catch up missed session by swapping to another class. Up to 6 sessions for Level I and 5 sessions for Level II & III (Education Program); 2 sessions for all three levels (Revision Course).

#### Online Catch up video

Education Program complete with trainer annotations is recorded and available for post-class viewing anywhere with internet access.

### Which trainer is better?

▶▶▶ Any educational program is only as good as the people who construct and deliver it. We have assembled the most effective, well-respected, and competent team of professional trainers to create and deliver Kaplan Exam Prep.

To learn more of their teaching styles and how trainers work through problems, you are welcome to attend our **Free seminars**.

For dates of upcoming seminars and to register, please visit: [www.kaplan.com.hk/financial-markets/events](http://www.kaplan.com.hk/financial-markets/events)

### Which study solution is right for me?

▶▶▶ Majority of people would prefer following a pre-set schedule, interacting with trainer and participants, learning in a classroom environment. **Our Classroom Program** has helped thousands of candidates to prepare for the exam in the traditional way.

If you are juggling between career and study which makes attending live class almost impossible, with our **Online Program** or **Kaplan Schweser Self-study package**, you have the freedom and flexibility to decide what fits your learning style and condition.

### Any pass guarantee?

▶▶▶ We understand that the qualification can be tough to pass, if you don't get the result you wanted, all is not lost. Therefore we offer **Protection Scheme** for you. Details please refer to Page 5.

### I think your program is quite expensive.

#### May I know why I should choose Kaplan for preparing my CFA® exam?

▶▶▶ We offer one of the **highest number of hours** of training program in Hong Kong. Designed around a 3-Phase learning strategy (Education + Revision + Mock), all of our courses are being guided by academic research on the most effective study method to prepare for the exam. Many providers stop in the Education Phase. We take it further by enhancing exam techniques and rehearsing exam in the Revision course and Mock Exam.

### Education Program



60 hrs - 20 sessions

Classroom

Session	Topics	Class A			Class B			Class C			Class D			Class E		
		Date	Day	Time	Date	Day	Time	Date	Day	Time	Date	Day	Time	Date	Day	Time
PT = Online Progress Test Release Date		Trainer: Larry Yuen			Trainer: Kyle Wong			Trainer: Jonathan Lau			Trainer: James Lam			Trainer: Kyle Wong		
1	Quantitative Methods	6/7/2019	Sat	10:00 - 13:00	18/7/2019	Thu	19:00 - 22:00	Class C1 or Class C2			4/8/2019	Sun	10:00 - 13:00	24/8/2019	Sat	10:00 - 13:00
2	Quantitative Methods	6/7/2019	Sat	14:00 - 17:00	25/7/2019	Thu	19:00 - 22:00	Class C1 or Class C2			4/8/2019	Sun	14:00 - 17:00	24/8/2019	Sat	14:00 - 17:00
3	PT1 Quantitative Methods	13/7/2019	Sat	10:00 - 13:00	1/8/2019	Thu	19:00 - 22:00	Class C1 or Class C2			11/8/2019	Sun	10:00 - 13:00	31/8/2019	Sat	10:00 - 13:00
4	Financial Reporting and Analysis	13/7/2019	Sat	14:00 - 17:00	8/8/2019	Thu	19:00 - 22:00	Class C1 or Class C2			11/8/2019	Sun	14:00 - 17:00	31/8/2019	Sat	14:00 - 17:00
5	Financial Reporting and Analysis	27/7/2019	Sat	10:00 - 13:00	13/8/2019	Tue	19:00 - 22:00	31/8/2019	Sat	10:00 - 13:00	18/8/2019	Sun	10:00 - 13:00	7/9/2019	Sat	10:00 - 13:00
6	Financial Reporting and Analysis	27/7/2019	Sat	14:00 - 17:00	15/8/2019	Thu	19:00 - 22:00	31/8/2019	Sat	14:00 - 17:00	18/8/2019	Sun	14:00 - 17:00	7/9/2019	Sat	14:00 - 17:00
7	Financial Reporting and Analysis	3/8/2019	Sat	10:00 - 13:00	20/8/2019	Tue	19:00 - 22:00	7/9/2019	Sat	10:00 - 13:00	25/8/2019	Sun	10:00 - 13:00	14/9/2019	Sat	10:00 - 13:00
8	PT2 Financial Reporting and Analysis	3/8/2019	Sat	14:00 - 17:00	22/3/2019	Thu	19:00 - 22:00	7/9/2019	Sat	14:00 - 17:00	25/8/2019	Sun	14:00 - 17:00	14/9/2019	Sat	14:00 - 17:00
9	Portfolio Management	10/8/2019	Sat	10:00 - 13:00	27/8/2019	Tue	19:00 - 22:00	14/9/2019	Sat	10:00 - 13:00	1/9/2019	Sun	10:00 - 13:00	21/9/2019	Sat	10:00 - 13:00
10	Portfolio Management + Corporate Finance	10/8/2019	Sat	14:00 - 17:00	29/8/2019	Thu	19:00 - 22:00	14/9/2019	Sat	14:00 - 17:00	1/9/2019	Sun	14:00 - 17:00	21/9/2019	Sat	14:00 - 17:00
11	Corporate Finance	31/8/2019	Sat	10:00 - 13:00	10/9/2019	Tue	19:00 - 22:00	21/9/2019	Sat	10:00 - 13:00	8/9/2019	Sun	10:00 - 13:00	28/9/2019	Sat	10:00 - 13:00
12	Equity	31/8/2019	Sat	14:00 - 17:00	12/9/2019	Thu	19:00 - 22:00	21/9/2019	Sat	14:00 - 17:00	8/9/2019	Sun	14:00 - 17:00	28/9/2019	Sat	14:00 - 17:00
13	PT3 Equity	7/9/2019	Sat	10:00 - 13:00	17/9/2019	Tue	19:00 - 22:00	28/9/2019	Sat	10:00 - 13:00	15/9/2019	Sun	10:00 - 13:00	5/10/2019	Sat	10:00 - 13:00
14	Fixed Income	7/9/2019	Sat	14:00 - 17:00	19/9/2019	Thu	19:00 - 22:00	28/9/2019	Sat	14:00 - 17:00	15/9/2019	Sun	14:00 - 17:00	5/10/2019	Sat	14:00 - 17:00
15	Fixed Income	21/9/2019	Sat	10:00 - 13:00	24/9/2019	Tue	19:00 - 22:00	5/10/2019	Sat	10:00 - 13:00	22/9/2019	Sun	10:00 - 13:00	12/10/2019	Sat	10:00 - 13:00
16	Derivatives	21/9/2019	Sat	14:00 - 17:00	26/9/2019	Thu	19:00 - 22:00	5/10/2019	Sat	14:00 - 17:00	22/9/2019	Sun	14:00 - 17:00	12/10/2019	Sat	14:00 - 17:00
17	PT4 Derivatives + Alternative Investments	28/9/2019	Sat	10:00 - 13:00	3/10/2019	Thu	19:00 - 22:00	12/10/2019	Sat	10:00 - 13:00	29/9/2019	Sun	10:00 - 13:00	19/10/2019	Sat	10:00 - 13:00
18	Economics	28/9/2019	Sat	14:00 - 17:00	8/10/2019	Tue	19:00 - 22:00	12/10/2019	Sat	14:00 - 17:00	29/9/2019	Sun	14:00 - 17:00	19/10/2019	Sat	14:00 - 17:00
19	PT5 Economics	5/10/2019	Sat	10:00 - 13:00	10/10/2019	Thu	19:00 - 22:00	19/10/2019	Sat	10:00 - 13:00	6/10/2019	Sun	10:00 - 13:00	26/10/2019	Sat	10:00 - 13:00
20	PT6 Ethical and Professional Standards	5/10/2019	Sat	14:00 - 17:00	15/10/2019	Tue	19:00 - 22:00	19/10/2019	Sat	14:00 - 17:00	6/10/2019	Sun	14:00 - 17:00	26/10/2019	Sat	14:00 - 17:00

PLEASE SELECT ONE OF THESE OPTIONS

Class	Date	Day	Time	Class	Date	Day	Time
C1	13/7/2019	Sat	10:00 - 13:00	C2	3/8/2019	Sat	10:00 - 13:00
	13/7/2019	Sat	14:00 - 17:00		3/8/2019	Sat	14:00 - 17:00
	20/7/2019	Sat	10:00 - 13:00		10/8/2019	Sat	10:00 - 13:00
	20/7/2019	Sat	14:00 - 17:00		10/8/2019	Sat	14:00 - 17:00

### Revision Course



27 hrs - 9 sessions

Session	Topics	Class A			Class B			Class C			Class D		
		Date	Day	Time	Date	Day	Time	Date	Day	Time	Date	Day	Time
Trainer: Larry Yuen		Trainer: Kyle Wong			Trainer: Jonathan Lau			Trainer: James Lam					
1	Quantitative Methods	12/10/2019	Sat	10:00 - 13:00	17/10/2019	Thu	19:00 - 22:00	26/10/2019	Sat	10:00 - 13:00	20/10/2019	Sun	14:00 - 17:00
2	Financial Reporting and Analysis	12/10/2019	Sat	14:00 - 17:00	22/10/2019	Tue	19:00 - 22:00	26/10/2019	Sat	14:00 - 17:00	27/10/2019	Sun	10:00 - 13:00
3	Financial Reporting and Analysis	19/10/2019	Sat	10:00 - 13:00	24/10/2019	Thu	19:00 - 22:00	2/11/2019	Sat	10:00 - 13:00	27/10/2019	Sun	14:00 - 17:00
4	Portfolio Management + Corporate Finance	19/10/2019	Sat	14:00 - 17:00	5/11/2019	Tue	19:00 - 22:00	2/11/2019	Sat	14:00 - 17:00	3/11/2019	Sun	10:00 - 13:00
5	Corporate Finance + Equity	26/10/2019	Sat	10:00 - 13:00	7/11/2019	Thu	19:00 - 22:00	9/11/2019	Sat	10:00 - 13:00	3/11/2019	Sun	14:00 - 17:00
6	Equity	26/10/2019	Sat	14:00 - 17:00	12/11/2019	Tue	19:00 - 22:00	9/11/2019	Sat	14:00 - 17:00	10/11/2019	Sun	10:00 - 13:00
7	Fixed Income	2/11/2019	Sat	10:00 - 13:00	14/11/2019	Thu	19:00 - 22:00	16/11/2019	Sat	10:00 - 13:00	10/11/2019	Sun	14:00 - 17:00
8	Derivative Investments + Alternative Investments	2/11/2019	Sat	14:00 - 17:00	19/11/2019	Tue	19:00 - 22:00	16/11/2019	Sat	14:00 - 17:00	17/11/2019	Sun	10:00 - 13:00
9	Economics + Ethical and Professional Standards	6/11/2019	Wed	19:00 - 22:00	21/11/2019	Thu	19:00 - 22:00	20/11/2019	Wed	19:00 - 22:00	17/11/2019	Sun	14:00 - 17:00

### Mock Exam & Review



6 hrs - Mock Exam | 3 hrs - Mock Review

	Class A			Class B		
	Date	Day	Time	Date	Day	Time
Mock Exam	23/11/2019	Sat	09:00-12:00 & 14:00-17:00			
Review				27/11/2019	Wed	19:00 - 22:00
				28/11/2019	Thu	19:00 - 22:00

## Classroom Learning



	Early Bird Price (HK\$)	Original Price (HK\$)
<b>Classroom Full Package</b> Education + Revision + Schweser Live Mock Exam and Review Schweser Classic Package (Print & Online)	Enroll on or before 12 Aug, 2019 <b>\$11,730</b>	<b>\$13,800</b>
<b>Education Program only</b> Schweser Classic Package (Print & Online)	Enroll on or before 12 Aug, 2019 <b>\$9,130</b>	
<b>Revision Course only</b>	Enroll on or before 21 Oct, 2019 <b>\$4,930</b>	<b>\$5,800</b>
<b>Schweser Live Mock Exam and Review</b>	<b>\$1,200</b>	

Remarks: CEF applicants and holders, please refer to Enrollment Form CC01 and its overleaf for prices and specified terms and conditions.

## Online Learning



	Early Bird Price (HK\$)	Original Price (HK\$)
<b>Blended Full Package</b> Online Education + Live Revision + Schweser Live Mock Exam and Review Schweser Classic Package (Print & Online)	Enroll on or before 23 Sep, 2019 <b>\$10,836</b>	<b>\$12,900</b>
<b>Online Education Program only</b> Schweser Classic Package (Print & Online)	Enroll on or before 23 Sep, 2019 <b>\$7,790</b>	

Add on item (For both Classroom and Online Learning): **Online Schweser Mock Exam \$600 (original \$800)**

## What You Get



### FREE Schweser Items\*

Enroll education phase and get your free set of 2019 Schweser Classic Package in advance.

For product availability, please refer to Appendix II.

Remark: \*Terms & conditions apply.



### FREE Online Catch-up Video\*\*

Review or make up missed sessions anytime online (Unlimited access)

Remark: \*\* Terms & conditions apply. Available for Classroom Learning - Education Program only.



## Online Pre-course

Our comprehensive learning program commences from 1 Jun 2019, enrol Education phase on or before **12 Aug 2019** for our exclusive online pre-course features:

Level I:

Approximate 9 hours of online instruction on fundamental accounting, financial maths and BAII+ Calculator tips

### Interest-free Installments

Card holders of HSBC VISA / Master card, and selected Amex Cards can enjoy:

6-month (HSBC) or 12-month (Amex) interest-free installment for fees of \$10,000 or above in single payment.

Please enroll in person. Not eligible if you need CEF reimbursement.

Credit cards bearing the American Express name, brand or logo issued by its licensees in Hong Kong are eligible for the Interest Free Installment 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 Installment Plan. Please check with Kaplan for details.

### Continuing Education Fund



#### Continuing Education Fund

Institute Code: 519

Institute Name: Kaplan Financial (HK) Limited

The following courses have been included in the list of reimbursable courses for CEF purpose.

**CFA LEVEL 1 EDUCATION PROGRAMME [23Z02088-4]**  
- equivalent to Classroom Learning of Education Program

**CFA LEVEL 1 REVISION COURSE AND PRACTICE EXAM [23Z01762-A]**  
- equivalent to combination of Classroom Learning of Revision Course plus Mock Exam & Review

Upon "successful completion" of the course, Kaplan Financial will issue you a "Proof of Completion of Course" before January 2020.

"Successful completion" of the course means that you have attended no less than 70% of the course AND you have attained the passing mark of 50% in the assessment.

Important: Please use Enrollment Form CC01 to enroll. You should read and understand the 'Terms and Guidance Notes for Course Registration' overleaf before submitting the form.

Other courses, services and Schweser products are NOT CEF reimbursable.



Whatsapp for details

## Kaplan Financial (HK) Limited

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Tel: 2526 3686

Fax: 2501 0589

Email: [hkcfa@kaplan.com](mailto:hkcfa@kaplan.com)

[www.kaplan.com.hk/kfm](http://www.kaplan.com.hk/kfm)



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Schweser study solutions are LOS-based, concise, and efficient - keeping you engaged in the learning process. Schweser provides study plan comprised of video instruction, practice with thousands of questions, and retention tools to maintain top-of-mind awareness of key concepts.

**Exclusive Sale in Kaplan HK**

Students can get a \$3,800 rebate if they sign up Kaplan selective courses<sup>^</sup>

<sup>^</sup>Kaplan selective courses include Classroom Full Package, Classroom Education Program, Blended Full Package and Online Education Program for CFA December 2019 exam.

STUDY PACKAGE		PremiumPlus™ Package	Premium Package	Essential Package	Classic Package	Product Availability
		HK\$10,000	HK\$7,800	HK\$4,800	HK\$3,800	
<b>ONLINE INSTRUCTION</b>						Level I
Online Weekly Class with Video Lectures <sup>#</sup> (Asia Time) - include Weekly Class Workbooks, Vol. 1 & 2	Print & Online	●	●			
InstructorLink	Online	●	●			TBC
<b>STUDY NOTES AND PRACTICE TOOLS</b>						Now
SchweserNotes™ Vol. 1-5 QuickSheet*	Print, eBook & Online	●	●	●	●	
Topic Assessments - included in SchweserNotes™	Print, eBook & Online	●	●	●	●	
Module Quizzes - included in SchweserNotes™	Print, eBook & Online	●	●	●	●	
Practice Exams, Vol. 1 (2 Full Exams with Online Performance Tracker)	Print & Online	●	●	●	●	
Practice Exams, Vol. 2 (2 Full Exams with Online Performance Tracker)	Print & Online	●	●	●	●	
Checkpoint Exams	Online	●	●	●	●	
SchweserPro™ QBank	Online	●	●	●	●	
Getting Started Guide	Online	●	●	●	●	
Resource Library	Online	●	●	●	●	
<b>FINAL REVIEW</b>						Review Workshop: Nov 2019 Workbooks: Now
Online 3-Day Review Workshop* include Review Workshop Workbook Set	Print & Online	●				
Schweser's Secret Sauce®*	Print, eBook & Online	●				Now
<b>SCHWESER COMMITMENT</b>						
Schweser Commitment and PassProtection™	Print, eBook & Online	●	●	●		

\*eBook versions through VitalSource® are available for the SchweserNotes™, Secret Sauce®, and QuickSheet. For more information regarding VitalSource®, please visit our FAQ page.

<sup>#</sup>Class schedule: In Asia time from 8pm to 11pm exact schedule and trainers (TBD)

Level I: Every Thu, Jul 18 to Oct 24, 2019

## The Schweser Commitment

Receive the same version of study package **Free of charge** for June 2020 exam for same level

You are eligible if you meet the following criteria:

- Available for 2019 purchasers of the Essential, Premium, or PremiumPlus™ Packages.
- You must answer at least 50% of your available online questions (i.e., QBank, Topic Assessments, and Practice Exams).

In order to enjoy the Schweser Commitment, you must attach the following documents for same level:

- 1 2019 exam fail notice
- 2 2020 exam registration notice
- 3 2020 Schweser Commitment Application Form

## PassProtection™

If don't meet the above criteria, still receive up to 50% off yoursame-level purchases for June 2020 exam for same level

You are eligible if you meet the following criteria:

- Available for 2019 PremiumPlus™, Premium, and Essential Package purchasers, who will retake the exam for the same level in 2020, are eligible to receive 50% off PremiumPlus™ and Premium Packages.

In order to enjoy the PassProtection™ discount you must attach the following documents with order form:

- 1 2019 exam fail notice for same level
- 2 2020 exam registration notice for same level
- 3 2020 order form

**Essential Self Study Package**  
2018 purchasers

PassProtection™ Discount

**25% off**

PremiumPlus™  
or Premium  
Package

**PremiumPlus™ or  
Premium Instruction Package**  
2018 purchasers

PassProtection™ Discount

**50% off**

PremiumPlus™  
or Premium  
Package

### Online Classes

#### Online Weekly Class with Video Lectures

Teaching language: English

The **Online Weekly Class** (45 hours), in combination with the Video Lectures (45+ hours), focus on breaking down the more difficult curriculum content and teaching you how to apply the concepts. The classes are archived, so you can review at your own pace.

The **Video Lectures** designed to be viewed prior to the Online Weekly Classes, covering every LOS in the CFA® exam curriculum.

It comes with **Weekly Class Workbooks** contains material, examples, and questions.



#### Online 3-Day Review Workshop

**\$4,300**

With a balanced mix of CFA® curriculum review and problem solving, **Schweser's Online 3-Day Review Workshop** is just the thing to get you exam-ready.

After reviewing each topic of the CFA curriculum, instructors use problems and exam-like questions to help reinforce your knowledge, **practice** your exam techniques, and improve your exam-taking skill and speed. It's exactly what you need during the final weeks of preparation in order to build your confidence and **perform** effectively on the CFA exam.

It comes with **Schweser Review Workshop Mind Maps and Question and Schweser's Secret Sauce®**.



### Individual Products

#### SchweserNotes™ Vol. 1-5

Master the CFA curriculum with a clear, exam-focuses study notes and examples that cover every Learning Outcome Statement in the most effective manner possible.

It is integrated with **ACTIVITY FEED, CHECKPOINT EXAMS, TOPIC ASSESSMENTS AND MODULE QUIZZES**, making it easier to study efficiently.

Bite-sized **VIDEO LECTURES** are only included in **PREMIUMPLUS & PREMIUM PACKAGE**.



#### Quicksheet

Review key formulas on-the-go with this 6-page tri-fold compact study tool that summarizes key formulas, definitions, and concepts.



#### Practice Exams Vol. 1

#### Practice Exams Vol. 2 **\$1,200**

Apply your learning, gauge your progress, and build confidence with the 4 practice exams in total. Each volume contains 2 full-length practice exams. It includes access to the Online Performance Tracker, which allows you to compare your scores to other candidates.

**PRACTICE EXAMS, VOL. 2** can be purchased individually.



#### SchweserPro™ QBank (online) **\$2,400**

Reinforce what you've learned by reviewing critical concepts and practice with thousands of questions. You can:

- Build custom exams using the topics and number of questions or start an adaptive quiz on a topic of your choice
- View answer explanations and LOS summaries



#### Flashcard Set **\$1,200**

Frequent practice with problem topics and LOS is essential for success! The flashcards are color-coded by topic, indexed by study session, reading and LOS. The tool is portable for quick self-quiz anywhere.

**(PRINT & ONLINE) AVAILABLE NOW**



#### Schweser's Secret Sauce® **\$1,100**

Take this compact book anywhere you go, for a concise review of the CFA® curriculum. **SECRET SAUCE®** provides insights on how to effectively prepare and apply your knowledge on exam day.



#### Online Schweser Mock Exam **\$800**

Practice with this 6-hour online mock exam that is available starting on **23 Nov, 2019** through exam day. Printable answer key and online answer explanations. Online scoring and performance tracking capability. Few hours of online post-exam debriefing.



#### Understanding Your Financial Calculator **\$550**

Demonstrates the keystrokes, shortcut methods, and underlying calculation concepts for the HP 12C and TI-BAIL Plus calculators.



### Other Online Features

#### InstructorLink

Connect with a CFA instructor for personal assistance anytime as you prepare for the exam.

They are ready and willing to answer your exam and content-related questions. Have your questions answered by expert faculty within 24-48 hours.

#### Activity Feed

It is a comprehensive list of recommended tasks to be completed based on your list of purchased products. This feature will provide you an easy way to view your task completion and performance metrics.

#### Resource Library

This collection of online reference videos and resources will support you before and during studies.

### System Requirement:



For PC: Mac OS X 10.8+, Window XP+, Chrome 60+, Firefox 28+, IE 9+  
For Mobile: Apple iOS 6+, Google Android 4.1-4.5

## Kaplan Financial (HK) Limited

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Fax: 2501 0589

Email: [hkdfa@kaplan.com](mailto:hkdfa@kaplan.com)  
[www.kaplan.com.hk/kfm](http://www.kaplan.com.hk/kfm)



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# TERMS & CONDITIONS

Terms and Conditions are subject to change without notice. Please review the full and most updated version from our website [www.kaplan.com.hk/kfm](http://www.kaplan.com.hk/kfm) periodically. All matters and disputes will be subject to the final decision of Kaplan. The below terms and conditions DO NOT apply to individuals needing reimbursement from the Continuing Education Fund (CEF), who should refer to Enrollment Form CCG1 and its overleaf for CEF-specific terms and conditions. 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.

## Enrollment Policy

1. A completed enrollment form/order form must be accompanied by payment in full.
2. Prices are subject to change and we reserve the right to charge additional amounts to reflect any pricing changes taking effect before course commencement date(s).
3. Kaplan Financial reserves the right to cancel a course if enrolment is insufficient and/or make alterations regarding trainers, class locations, class schedules, topic sequence and time allocated to each topic should the circumstances so required.
4. Course administration details including confirmed dates and teaching venue will be emailed to students approximately 1 week prior to course commencement.

## Attendance Policy

5. An attendance sheet will be placed either outside or near the entrance of the classroom for sign-in. It is students' responsibility to sign for each session, as well as signing-in before students enter the classroom. It is students' responsibility to sign accurately and on time, as the signatures will be served as the only record of attendance.
6. Courses are not transferable between individuals. Under all circumstances, nobody except the registered students can participate in the registered class or gain access to student services. Kaplan Financial does not accept substitutes, in whole or in part, to obtain services, attend classes and sign on behalves. Regular attendance check, that involves a quick check of valid ID and contact information, will be conducted throughout the course without notice. Once entered into the premises, individuals will be bound by Kaplan Financial's school regulations.
7. Students are not allowed to swap or transfer class without Kaplan Financial's written or email approval.

## Cancellation Policy

8. 50% course fee is refundable at any time up to 2 weeks prior to the course commencement date. No refund is allowed thereafter.
9. Cost of any course notes, Kaplan Schweser products and financial calculator are not refundable.
10. Cancellations will be subject to an administrative fee of \$300 per course.
11. Funds received but not utilized or refunded in accordance with these Terms and Conditions will be forfeited to Kaplan Financial.
12. Refund will only be arranged upon the receipt of all necessary documents and course fee paid will be refunded to the participant by cheque.
13. Any request for refund due to extenuating personal reasons will be considered and determined on a case by case basis, upon presentation of supporting documentation. The common extenuating reasons are illness, accident, pregnancy and bereavement.
14. The following reasons will not be grounds for refund: students' financial circumstances, failure to register for an exam, taking the exam in a later exam sitting, not pursuing the designation, change of work circumstances (i.e. job, location, working hours, obligations etc), difficulty level of course not suitable, dislike of trainer's presentation style.

## Transfer Policy

15. Kaplan Financial would only accept written request to transfer to another class of the same course in the same exam sitting at any time up to 2 weeks prior to original course commencement. The request will be assessed and approved on a case-by-case basis, subject to classroom capacity and other conditions decided by Kaplan Financial. Any approved transfer will be subjected to an administrative fee of \$300 per course. This fee is non-refundable and non-transferable.
16. Students must complete the course in the current exam sitting and are not allowed to transfer or defer any portion of the course and fees to the future exam sittings.

## Attendance Certificate for CPT Purpose

17. For subjects relevant to the individual's function and which may help to enhance the performance of their job functions would meet CPT purpose. It is up to the employers or corporations to determine suitability of the course in meeting CPT requirement. Individuals are responsible for verifying with employers using course topics and schedule. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.
18. 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. \$30 will be charged for successful issuance. Students will be notified to collect the certificate at our centre in 14 working days.

## Re-issuance of official receipt

19. An administration fee of \$30 will be charged for each re-issuance of official receipt.

## Alteration of CEF Reimbursement Status Not Accepted

20. At the time of registration, students must make final decision on whether or not they will reimburse course fees from the Continuing Education Fund (CEF). Students are responsible for indicating this on the appropriate enrollment form. Kaplan Financial does not accept alteration of CEF status once enrollment is processed. Any alternative of the intention for applying CEF after submission of the enrollment form will induce ineligibility for their CEF claims.

## Catch-Up Video (available for Classroom Learning – Education Program only)

21. Kaplan Financial does not warrant that the catch-up videos will be uninterrupted or error-free. All catch-up videos are provided on an "as is, as available" basis. A substitute video of another trainer, lectured in a different language and pace might be arranged.
22. Attendance will not be counted for watching of a video for CPT or attendance purpose.
23. Campus videos cannot be lent, copied or recorded. Videos will be available for booking 4 working days after the session. Bookings must be made 3 working days in advance and confirmation from Kaplan Financial is required. Reservation will be held for a grace period of 10 minutes. After that, your reservation is automatically cancelled. \$100 deposit will be required when you show up for the booking. Please cancel your booking in advance if you cannot come. By using the media lab, you are agreeing to the lab's term of use.
24. 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 2019 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.

## Swap Class

25. Maximum of 6 sessions for Level I Classroom Learning Education Program students (2 sessions for Classroom Learning Revision Course students). You must accept and be aware that certain degree of variance do exist between classes of the same course.
26. Request must be made at least 3 working days prior to the swapped class. Swap class will be accepted on a first-come, first-served basis. You will be notified about the venue within 1 working day prior to the desired class.
27. You are required to sign on the attendance record sheet as usual when you enter a swap class.

## Online Access

28. Online Pre-course, videos and online progress tests are to be used for students' personal use and benefit. Shared use of online service is prohibited. Never share your password with anyone. Access will expire on Dec 2019 exam day.
29. After the enrollment is complete, we will acknowledge your enrollment by (1) mailing you the official receipt, (2) emailing you the login information within seven working days. If you do not hear from us, please check with us at +852 2526 3686 or email to [hkcf@kaplan.com](mailto:hkcf@kaplan.com)

## Class Materials and Stationery

30. Class materials will be distributed on regular intervals – first on the first day of course and also during the progression of the course.
31. All class materials must be collected within the same examination diet.
32. Students must bring stationery and the financial calculator (Texas Instruments BAII Plus or HP 12C) to class. If students have not used HP 12C before, Kaplan Financial recommends Texas Instrument BAII Plus. Students must bring all course notes collected to class. Kaplan Financial does not have spare copies to lend.

## Housekeeping

33. All housekeeping issues of which students need to be aware, will be brought to students' attention on the first day of course.

## Copyright Policy

34. All class materials are for the sole use by registered students only. All materials, in whole or in part, may not be reproduced, shared, rent, copied or transmitted in any format or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without written permission from Kaplan Financial. The unauthorized duplication of class materials is a violation of global copyright laws.
35. Video or audio recording devices are prohibited under any circumstances.

## eLearning

36. Enrollment to eLearning programmes will only be processed after Kaplan receives the applicants' signed acknowledgement of having satisfied Kaplan eLearners' system requirements. The validation aims to give you the opportunity to fully test the technology and ensure satisfactory viewing result before enrollment is processed. Your enrollment and payment will be put on hold until the validation is returned.
37. Kaplan offers a one-time free delivery of course materials to a Hong Kong local address (preferably business address). Delivery will be arranged once the materials are ready. You are responsible for assuring there is an authorized personnel to receive the materials at time of delivery. Kaplan will not re-ship course materials that are returned to us. You are welcome to collect in person or arrange your own courier services.
38. Kaplan will deliver to most countries, subject to additional shipping charges. You are responsible for any tax and custom duties that may apply. Please contact us for a quotation.
39. It is a limited license to use the content only between the times of access is granted and the exam date for the Dec 2019 exam. Kaplan bears no responsibility to extend the access period, regardless of students' actual exam date.
40. For cancellations received in writing 2 weeks prior to activation of online account, 50% of the course fee will be charged. No refund is allowed thereafter. Please visit [http://elearning.kaplan.com.hk/user/Indemnity\\_HK.htm](http://elearning.kaplan.com.hk/user/Indemnity_HK.htm) for details.

## Kaplan Schweser Purchase

41. Sales of all products are final, non-refundable and non-returnable once order is placed and payment received.
42. Schweser study materials are protected by the laws of copyright of the United States and other countries throughout the world. Unauthorized creation, purchase, photocopy (i.e. pirated, illicit copies), scanning, use and transmitting of these materials, or portions thereof, in any form whatsoever, is a violation of the copyright law. Violators will be reported to the police and HK Customs and Excise Department where they may subject to criminal and civil liability.
43. The Schweser materials purchased are to be used for the purchaser's own personal use and benefit. Unauthorized commercial resale of Schweser materials is prohibited. Shared use of paper materials, and Online Access is prohibited. All products are non-transferable. Users must not share the username and password with anyone. Schweser reserves all its rights in the event of a violation of this policy, which may include suspension of purchaser's privileges and enforcement of Schweser's right under law and equity.
44. After the order is successfully processed, you will receive login information assigned by Kaplan Schweser within seven working days. It is a limited license to use the content only between the times of access is granted and Dec 31, 2019. Kaplan bears no responsibility to extend the access period, regardless of purchasers actual exam date.
45. Schweser does not warrant that Online Access will be uninterrupted or error-free. Online access to [www.schweser.com](http://www.schweser.com) is provided on an "as is, as available" basis. You agree to meet the minimum system requirements set forth for Kaplan Schweser's electronic products.
46. Date of collection is subject to availability of different materials. Purchasers must present official receipt to collect the materials before Dec 31, 2019.
47. Repeating discounts cannot be combined with any other offers, discounts or promotions. Candidates must present the required supporting documents at the time order is placed.

## Feedback Mechanism

48. Kaplan Financial encourages constructive feedback on all aspects about the quality of teaching and learning. Throughout the course, if students are not satisfied about our course or services, students are advised to write to the Course Director with full descriptions and evidence. Kaplan Financial will take reasonable and prompt action to try to resolve your concerns. Complaints that are lacking in substance and not made in good faith will not be taken.
49. A course evaluation will be administered at the end of the course.

## Ethics and Standards of Professional Conduct

50. Kaplan Financial and Schweser reserve the right to report any cases of misconduct, dishonesty, fraud or deceit to CFA Institute, other professional and government bodies. This can result in disciplinary action that may include in a delay in or a permanent suspension of student's participation in Kaplan Financial; also may impact on your membership and certification with CFA Institute.
51. If students see any suspicious act of unauthorized recording or illegal attendance during the class, please alert our staff. Kaplan Financial reserves our right to report any case found to the Police and relevant professional bodies, including but not limited to CFA Institute.

## Education Bureau Required Disclaimer

52. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

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