

CPA Qualification Programme

- Module Enrolment Form

June 2011 Session (Enrolment Deadline: 28 February 2011)



I. Please read the "Important Notes" carefully before completing this form.

Name of Applicant/Registered Student: _____
(Surname first, BLOCK & FULL)
Reg. No.: _____ *HKID/Passport No.: _____
(if student registration approved)
Current Employer: _____
Day-time Contact Tel. No.: _____ Email: _____

II. Module(s) to be attempted (a maximum of two modules can be taken in each session):

Module A – Financial Reporting		Module B – Corporate Financing		Module C – Business Assurance		Module D – Taxation	
Workshop Code	Choice	Workshop Code	Choice	Workshop Code	Choice	Workshop Code	Choice
CHK1A16	<input type="checkbox"/>	CHK1B26	<input type="checkbox"/>	CHK1C26	<input type="checkbox"/>	CHK1D16	<input type="checkbox"/>
CHK1A17	<input type="checkbox"/>	CHK1B27	<input type="checkbox"/>	CHK1C27	<input type="checkbox"/>	CHK1D17	<input type="checkbox"/>
CHK1A36	<input type="checkbox"/>	CHK1B46	<input type="checkbox"/>	CHK1C46	<input type="checkbox"/>	CHK1D36	<input type="checkbox"/>
CHK1A37	<input type="checkbox"/>	CHK1B47	<input type="checkbox"/>	CHK1C47	<input type="checkbox"/>	CHK1D37	<input type="checkbox"/>

Enrolment fee **must** be settled by **credit card** in accordance with the schedule as stated in the credit card authorization form. Please submit the duly completed module enrolment form and credit card authorization form when applying for module enrolment. The workshop venue will **not** be printed on the enrolment confirmation slip. Please kindly visit the "QP learning support centre" for the location of the workshop venue on 8 April 2011.

III. Practical Experience Requirements (must be completed)

Are you supervised under an Authorised Employer (AE) or an Authorised Supervisor (AS)?

Yes, the name of my AE / AS* is _____ No.

For details of the Practical Experience Requirements, please visit the Institute's website at <http://www.hkicpa.org.hk/en/become-a-hkicpa/pef/>.

IV. Confidentiality Undertaking (must be completed)

Workshop additional questions and case study information will be distributed to candidates at workshops for discussion and group activity exercises. These additional questions are used for learning and personal development purpose. If candidates disclose the questions, case study information and/or topics covered by the questions to candidates attending other workshop groups, it will deprive their learning and personal development opportunity. Candidates taking the module workshops must keep the additional questions **CONFIDENTIAL** and limit discussion to their workshop group only. Attempting to copy down workshop additional questions or smuggle them out of your workshop in any form is strictly prohibited and candidates may be subjected to disqualification and disciplinary action.

I confirm my agreement in observing the above-mentioned confidentiality undertaking.

V. Declaration (must be completed)

Are you an existing Hong Kong Institute of CPAs member admitted by virtue of qualifications other than the Qualification Programme? (✓)

No Yes (Membership No.: _____)

Are you a member of the Hong Kong Institute of CPAs Council and/or an Hong Kong Institute of CPAs Committees? (✓)

No Yes (Please specify: _____)

I confirm that I have read and fully understood the "Important Notes" and I hereby apply to enrol in the module(s) indicated above.

For holders of non Hong Kong relevant degrees only (see Information Sheet on "Student Registration Requirements for Applicants with Non Hong Kong Degrees", this document can be downloaded from the Institute's website www.hkicpa.org.hk)

I confirm that I have acquired sufficient knowledge of Hong Kong law and tax before enrolling in the Module(s) through: (✓)

attending relevant subject(s) of an accredited Conversion Programme in-house training self-study

(Please provide documentary evidence, if available, through which the above knowledge is acquired. I agree that if I am subsequently found to perform poorly during the module workshops due to insufficient knowledge in Hong Kong tax and law, I may be asked to leave the module.)

Incompletion of this form may result in your application being rejected or delayed without prior notice.

Signature: _____ Date: _____

Personal Data (Privacy) Ordinance - All information provided in this form will be used by the Institute for purposes relating to the performance of the Institute's administration function under the Professional Accountants Ordinance including the administration of its examinations and accreditation of qualification. The provision of personal data by means of this Form is voluntary. It may be accessible to offices, committees or persons when processing registration and examinations matters.

*Delete as appropriate



Credit Card Authorization Form

To settle the QP enrolment fee(s) for June 2011 session by instalment, please charge my Visa/MasterCard for the item specified below:

QP Module Enrolment Fee for June 2011 Session						
Date of payment	Module A <input type="checkbox"/> or B <input type="checkbox"/> or C <input type="checkbox"/> or D <input type="checkbox"/> (tick one only)			Module A <input type="checkbox"/> or B <input type="checkbox"/> or C <input type="checkbox"/> or D <input type="checkbox"/> (tick one only)		
	<input type="checkbox"/> Both Workshop & Exam*	<input type="checkbox"/> Workshop Only*	<input type="checkbox"/> Exam Only*	<input type="checkbox"/> Both Workshop & Exam*	<input type="checkbox"/> Workshop Only*	<input type="checkbox"/> Exam Only*
8 Mar, 2011 (1 st Instalment)	HK\$1,000	HK\$750	HK\$1,500	HK\$1,000	HK\$750	HK\$1,500
8 Apr, 2011 (2 nd Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
8 May, 2011 (3 rd Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
8 Jun, 2011 (4 th Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
(Total)	HK\$4,000	HK\$3,000	HK\$1,500	HK\$4,000	HK\$3,000	HK\$1,500

Only Visa/MasterCard is accepted:-

*Payment by: Visa MasterCard

Card Number:

Card Expiry Date: _____ (mm/yy)
 (Card expiry date cannot be earlier than the 4th Instalment payment date)

Name of Cardholder : _____
 (Same as the full name on card)

Pay for Student/Applicant Name: _____

Student No./HKID card no. of applicant: _____

Cardholder's
 Signature: _____

Date: _____ (dd/mm/yyyy)

* Please put a "✓" in the appropriate box

Please read the "Important Notes" before submitting the form. Please return this form duly completed together with the Module enrolment form to the Institute in person or by post to:

Student Education & Training Department
 Hong Kong Institute of Certified Public Accountants
 27th Floor, Wu Chung House, 213 Queens's Road East, Wanchai, Hong Kong.
 Re: Module Enrolment

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Important Notes

Application

1. The qualification programme is designed to be taken one module at a time. However, candidates have the option of taking two modules at once, should they wish. For the first time enrolment for a particular module, candidates are required to take both module workshop and module examination.
2. For details of the dates and time of workshop sessions, please refer to the "Timetable for Module Workshops". It is your responsibility to ensure that there is no clash of workshops when making your choices.
3. Enrolment in module(s) is on a session-by-session and voluntary basis. Once enrolled in a module, you are required to attend two full-day workshops for that module. Each workshop will last 8 hours including a 1-hour meal break. In the workshops, candidates will be involved in discussion and group activities.
4. The enrolment fee is HK\$4,000 for each module. Enrolment fee will be debited in accordance with the schedule as stated in the credit card authorization form. No cash or reservation (i.e. completed enrolment form not accompanied by the credit card authorization form) is accepted. Once the application is accepted, the applicant cannot withdraw from the module enrolment. Fees are non-refundable and non-transferable. Any bank charges and/or expenses incurred as a result of failure to debit the credit card shall be borne by the applicant. The amount payable for each instalment and payment deadline cannot be changed. No refund is allowed throughout the whole installment period. The applicant shall settle in full all outstanding instalment(s) and the relevant charges on demand in the case of withdrawal. Any application for special consideration must be in writing and reach the Institute's office before the enrolment application deadline, i.e. 28 February 2011. The completed enrolment form, together with the duly completed credit card authorization form, should be mailed to the Student Education & Training Department on or before the enrolment deadline, the Institute reserves the right to reject application received after the enrolment deadline. Please mark "Module Enrolment" on the envelope.
5. All applicants will be notified of their enrolment result in writing. The venue map and other information for the workshops will be available for viewing at the QP learning support centre www.hkicpa.org.hk (login required). The Confirmation Slip will be issued **Once Only**. Please ensure to keep the Confirmation Slip under your safe custody. The Institute will charge **a fee** for re-issuance of a duplicate copy. Applicants should contact the Student Education & Training Department if they have not received any notification about their enrolment by 22 Mar 2011.
6. Any change of personal data **must** be notified to the Institute in writing and in good time.
7. An Orientation Session will be held one or two days before the commencement of the modules. The main purposes of the Orientation Session are to brief QP candidates about the modules and to help them to get started in their study. All newly registered students will be invited to attend the Session under separate cover.
8. For any information related to the Continuing Education Fund such as refund policy, please refer to the Institute's website: www.hkicpa.org.hk → Become a Hong Kong CPA → How to Apply → Continuing Education Fund.

Workshop

1. Once enrolled in a module you are required to attend a series of two workshops for that module. You are therefore required to put down "1", "2", "3", "4" for 1st, 2nd, 3rd and 4th choices respectively in the boxes under the "Choice" column of Section II of the form to indicate your choice of the Workshop Groups. The Institute will process your application on a first-come-first-served basis, while taking into account your preferences. In case your most preferred Workshop Group is full or cancelled, the Institute will then assign you to the Workshop Group which you have indicated as your second choice, and so on. When all your choices are exhausted, you will be allocated the Workshop Group assigned by the Institute.
2. If you **do not wish** the Institute to allocate you to the Workshop Group(s) which you are unable to attend, please mark "*" in the box(es) as appropriate.
3. Once assigned to a specific Workshop Group of a module, you are not allowed to make any changes. You are required to attend all two workshops of that module. Non-attendance in any workshop will render you ineligible to sit the module examination.
4. Successful accomplishment of the workshop is a prerequisite to sit the relevant module examination. Only candidates who have successfully obtained "Satisfactory" grade in the workshop component are eligible to attend the relevant module examination. Candidates who have obtained grade other than "Satisfactory" in the workshop component are required to enroll on both the module workshop and module examination components together in their next attempt for that module. Workshop results will be announced on or before 13 June 2011 at the Institute's website.
5. No refund (full or partial) of enrolment fee will be given to candidates who failed to meet the prerequisite for sitting the relevant module examination.
6. QP examinations are administered by Hong Kong Examinations and Assessment Authority (HKEAA). HKEAA will issue an Examination Attendance Docket to each candidate regardless of his/her workshop result. Please note that under the current examination policy, only candidates who have obtained "Satisfactory" grade for the workshop component are eligible to sit the relevant module examination. Candidates should not attend the examination if they are not eligible to do so. The examination scripts will not be marked. Such candidates will be considered violating the examination rule.

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Important Notes (Cont'd)

Learning Pack – Collection Arrangement

Candidates who have enrolled on a QP core module in full, i.e. workshop and module examination will be given a hardcopy module learning pack.

In the June 2011 session, the Institute will continue to distribute the learning pack to candidates retaking the examination. This will be free of charge. However, no free copy will be given to the candidate if he or she has already received an identical learning pack in the December 2010 session.

Commencing from the December 2011 session, an e-book will replace the hardcopy learning pack for candidates retaking the examination or workshop. Candidates concerned can access the e-book at the online QP learning support centre. For candidates who prefer the hardcopy learning pack to the e-book, they can purchase a hardcopy at a discounted price of \$150. Should candidates wish to purchase a learning pack for the module they did not enrol on, they are required to pay \$500 for a copy.

Examination Venue

The module examinations for June 2011 session is tentatively scheduled to be held in Asia World-Expo, Hong Kong International Airport, Hong Kong. Candidates should refer to the Examination Attendance Docket issued by HKEAA for the final examination venue assigned.

Pass Requirements

To pass a module, candidates must fully attend all two workshops, successfully accomplish workshop objectives, meeting at least 70% of the development indicators for satisfactory completion of the workshops, and pass a 3-hour open book written examination. Details of the development indicators can be found in Candidate Handbook which is can be found in the Institute's QP web page. Candidates who have obtained "Satisfactory" grade in the workshop assessment but failed the module examination need to re-take only the module examination in the next attempt for that module.

Instalment Payment

Upon submission of the duly completed credit card authorization to the Hong Kong Institute of Certified Public Accountants (the Institute), applicants shall be bound by following terms and conditions:

1. Only Visa/ MasterCard for payment is acceptable.
2. All enrolment and instalment applications are subject to the Institute's final approval.
3. Once credit card authorization form and/or module enrolment form is submitted, cancellation is not allowed.
4. **Applicant agrees to be bound by the following terms and conditions when submitting the credit card authorization form:-**
 - i) If applicant fails to settle the payment amount by the respective payment date, the Institute may not allow the applicant to attend the workshop(s) and/or the module examination(s) or the applicant's module result(s) may be withheld/become invalid.
 - ii) During the instalment period, in the event of cancellation or termination of the studentship / module enrolment(s) by the applicant which is subjected to the Institute's final decision, the applicant is required to settle all outstanding instalment(s). Any application for special consideration must be in writing and reach the Institute's office before the enrolment application deadline, i.e. 28 February 2011.
 - iii) No refund is allowed throughout the whole instalment period except for cancellation of module by the Institute. The amount payable for each instalment and payment deadline cannot be changed.
5. The Institute reserves the right to amend the above terms and conditions without prior notice. In case of any disputes, the Institute reserves the right to make the final decision.



The course has been included in the list of reimbursable course for Continuing Education Fund purpose.

CEF Course Code : 23C01771 – 5

CEF Course Title : CPA Qualification Programme

Enquiry

For enquiries, please contact the Institute on 2287 7228.

December 2010

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Timetable for Workshops

June 2011 Intake

Important dates for Enrolment in the June 2011 Intake:

Enrolment Application Deadline	28 February	2011
Enrolment Result	18 March	2011 *
Module Commencing	28 March	2011
Module Examination	28 June 29 June	2011 (For Modules A & C) 2011 (For Modules B & D)

* Confirmation Slip will be sent out by post on that day

Module A – Financial Reporting

Workshop Code:	1 st Workshop Date	2 nd Workshop Date	Duration
CHK1A16	16 Apr 11	14 May 11	14:00 – 22:00
CHK1A17	17 Apr 11	15 May 11	09:30 – 17:30
CHK1A36	30 Apr 11	28 May 11	14:00 – 22:00
CHK1A37	1 May 11	29 May 11	09:30 – 17:30

Module B – Corporate Financing

Workshop Code:	1 st Workshop Date	2 nd Workshop Date	Duration
CHK1B26	23 Apr 11	21 May 11	14:00 – 22:00
CHK1B27	24 Apr 11	22 May 11	09:30 – 17:30
CHK1B46	7 May 11	4 Jun 11	14:00 – 22:00
CHK1B47	8 May 11	5 Jun 11	09:30 – 17:30

Module C – Business Assurance

Workshop Code:	1 st Workshop Date	2 nd Workshop Date	Duration
CHK1C26	23 Apr 11	21 May 11	14:00 – 22:00
CHK1C27	24 Apr 11	22 May 11	09:30 – 17:30
CHK1C46	7 May 11	4 Jun 11	14:00 – 22:00
CHK1C47	8 May 11	5 Jun 11	09:30 – 17:30

Module D – Taxation

Workshop Code:	1 st Workshop Date	2 nd Workshop Date	Duration
CHK1D16	16 Apr 11	14 May 11	14:00 – 22:00
CHK1D17	17 Apr 11	15 May 11	09:30 – 17:30
CHK1D36	30 Apr 11	28 May 11	14:00 – 22:00
CHK1D37	1 May 11	29 May 11	09:30 – 17:30

Notes:

- Duration of workshop is 8 hours each including a 1-hour meal break.
- Workshops will be held in accordance with the designated schedule. However, the Institute reserves the right to alter any workshop. Other weekday workshops (e.g. Monday) may also be held to cater for unexpectedly high increase in workshop enrolments.



Credit Card Authorization Form – Filling Instruction



Credit Card Authorization Form

To settle the QP enrolment fee(s) for December exam 2010 session by instalment, please charge my Visa/MasterCard for the item specified below.

Date of payment	Module A <input type="checkbox"/> or B <input type="checkbox"/> or C <input type="checkbox"/> or D <input type="checkbox"/> (tick one only)			Module A <input type="checkbox"/> or B <input type="checkbox"/> or C <input type="checkbox"/> or D <input type="checkbox"/> (tick one only)		
	<input type="checkbox"/> Both Workshop & Exam*	<input type="checkbox"/> Workshop Only*	<input type="checkbox"/> Exam Only*	<input type="checkbox"/> Both Workshop & Exam*	<input type="checkbox"/> Workshop Only*	<input type="checkbox"/> Exam Only*
1 Sept, 2010 (1 st Instalment)	HK\$1,000	HK\$750	HK\$1,500	HK\$1,000	HK\$750	HK\$1,500
2 Oct, 2010 (2 nd Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
1 Nov, 2010 (3 rd Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
1 Dec, 2010 (4 th Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
(Total)	HK\$4,000	HK\$3,000	HK\$1,500	HK\$4,000	HK\$3,000	HK\$1,500

Only Visa/MasterCard is accepted:-

*Payment by: Visa MasterCard

Card Number:

Card Expiry Date: _____ (mm/yy)

(Card expiry date cannot be earlier than the 4th instalment payment date)

Name of Cardholder: _____

(Same as the full name on card)

Pay for Student/Applicant Name: _____

Student No./HKID card no. of applicant: _____

Cardholder's Signature: _____

Date: _____ (dd/mm/yyyy)

* Please put a "*" in the appropriate box

Please read the "Important Notes" before submitting the form. Please return this form duly completed together with the Module enrolment form to the Institute in person or by post to:

Student Education & Training Department
 Hong Kong Institute of Certified Public Accountants
 27th Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.
 Re: Module Enrolment

2. Tick the checkbox for the type of credit card.

1. Tick the checkbox for the component of the module you enrol.

4. Fill in the student/ applicant name.

3. Fill in the card information.

5. Fill in the student number/ applicant HKID card number.

6. Sign the form with the same signature as the credit card and write down the date of filing the form.



Frequently Asked Questions on Module Enrolment Payment Procedure

Q1. Why do we have to pay the module enrolment payment by credit card?

A1. The Labour and Welfare Bureau and the Office of the Continuing Education Fund (CEF) have imposed a new payment procedure for all registered courses of the CEF. According to this new stipulation, all CEF course providers, irrespective of their first registration date under CEF, would be prohibited from collecting their CEF registered course fees in a lump sum and be required to collect the CEF registered course fees by equal monthly instalments. The new requirement will be effective from 1 April 2010. In order to comply with this new requirement, i.e. for students who will apply enrolment in a complete module (workshops and module examination) and/or workshop only, the Institute has to revise the payment method.

According to the new requirement, the Institute is required to collect the module fees (except for examination only) by instalment which implies that students will be requested to send their module fees to the Institute by post or in person more than once for each module session. To ease your burden, credit card payment method is the most convenient method to settle the module fees on a monthly basis.

Q2. Can I pay the enrolment fee in lump sum if I do not apply for CEF?

A2. No. According to the instruction from the Labour and Welfare Bureau, the equal monthly instalment requirement is applicable to all CEF registered courses, irrespective of whether students are willing to pay a lump sum or students are not applying for reimbursement from CEF.

Q3. When will the module enrolment fee be charged into my credit card?

A3. The instalment schedule is specified in the credit card authorization form.

Q4. My QP student registration is currently under assessment. If my application is unsuccessful, will my enrolment fee be charged by the Institute?

A4. No. Please rest assured that for applicants who cannot register as QP students, their enrolment fees will not be charged.

December 2010