



Application Form Withdrawal from QP Workshop(s) / Module(s) / Final Examination

Name of Applicant : _____

Student No. : _____ Contact No. : _____

Reason for withdrawal : _____

Please "✓" where appropriate.

Application for withdrawal		Deadline
<input type="checkbox"/> Final Examination		23 October 2018
<input type="checkbox"/> Module (<i>Application 1</i>)		<u>Both Workshop and Examination</u> 20 September 2018
<input type="radio"/> Module A – Financial Reporting <input type="radio"/> Module B – Corporate Financing <input type="radio"/> Module C – Business Assurance <input type="radio"/> Module D – Taxation	<input type="radio"/> Both Workshop and Examination <input type="radio"/> Workshop only <input type="radio"/> Examination only	<u>Workshop only</u> 20 September 2018 <u>Examination only</u>
<input type="checkbox"/> Module (<i>Application 2</i>)		15 November 2018
<input type="radio"/> Module A – Financial Reporting <input type="radio"/> Module B – Corporate Financing <input type="radio"/> Module C – Business Assurance <input type="radio"/> Module D – Taxation	<input type="radio"/> Both Workshop and Examination <input type="radio"/> Workshop only <input type="radio"/> Examination only	

Notes to applicants

- Details on the application procedures for withdrawal can be found in [QP Student Handbook Section 4.4](#).
- The completed application form should be reached the Education and Training Department, HKICPA, 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong on or before the application deadlines. Late application will not be accepted.
- Subject to approval, the Institute will refund the paid enrolment fee by credit card after a deduction of an administration charge (HK\$500) per module to the applicants.
- A confirmation email for the outcome of the application will be sent to the applicant's registered email address according to the records in the QP Student Register after the date of withdrawal application deadline.
- For all approved withdrawal applications, the students' module or final examination results will be graded as "**Withdrawal**".
- The Institute reserves all rights to accept or reject any applications for withdrawal from QP Modules.
- For further details, please call the Workshop Team at 2287 7283 / 2287 7284 or email to workshopadmin@hkicpa.org.hk.

Applicant's signature _____

Date _____

Personal Data (Privacy) Ordinance and Direct marketing of the Institute's services

Your personal data collected from the enrolment process and administration of courses/events/activities will be used for the purpose of the administration of the course/event/activity on which you are enrolled ("Event"). Such data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis. By submitting this Enrolment Form, you understand and agree that the Institute may provide your personal data above to co-organisers/service providers in or outside Hong Kong for the purpose relating to the Event.

The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the following link <https://www.hkicpa.org.hk/en/members-area/comm-preference/>. Non-members may opt out of receiving such materials at any time by sending an email to the Institute at privacyofficer@hkicpa.org.hk or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please go to <http://www.hkicpa.org.hk/en/service-tools/privacy-policy/>.