

Important Information

SAVINGS SCHEME

- Enjoy 5% early bird discount when you register 1 month before course commencement date OR
- Register 2 participants for the same course and the 3rd participant enjoys 50% off the course fees

Please note that only one savings scheme applies and our savings scheme is not applicable for SDF-funded programs, for example the Employability Skills System (ESS).

TRAINING SUBSIDY – SINGAPORE

Delegates may be eligible for the training grant from the Financial Sector Development Fund (FSDF) – Please note that approval is on a case-by-case basis. Interested applicants should submit their applications directly to the FSDF Secretariat. For more information, please visit www.mas.gov.sg

TRAINING VENUE

Kaplan City Campus
 51 Cuppage Road Levels 2, 3 & 4
 StarHub Centre Singapore 229469
 Telephone Number: +65 6733 1877
 Fax Number: +65 6733 2977
 Website: www.kaplan.com.sg

Or held at a 4-5 Star Hotel
 (Venue will be advised upon course confirmation)

TRAINING HOURS

9.00am – 5.00pm (unless otherwise stated)

Two tea-breaks and lunch will be provided during the training days. Kindly indicate on the registration form if you have any dietary requirements (example: halal foods or vegetarian).



OVERSEAS DELEGATES

We have Corporate Rates with the following hotels near our City Campus and overseas delegates may consider residing at any. To make your reservation, please contact the hotels directly and inform them that you are attending training with Kaplan.

Holiday Inn Park View Singapore

11 Cavenagh Road Singapore 229616
 Tel : +65 6733 8333
 Fax : +65 6734 4593
 Website: www.holiday-inn.com/sin-parkview

Contact their Reservations Dept at reservations@hiparkview.com and indicate our company code as: "KAPFP" to enjoy our corporate rates.

Concorde Hotel Singapore

(Previously known as Le Meridien)
 100 Orchard Road, Singapore 238840
 Tel : +65 6733 8855 Ext. 8024
 Fax : +65 6235 0743
 Website: www.concordehotel.com.sg

Contact their Reservations Dept at 1800-734 3639 or email to reservations.sin@lemeridien.com and inform them that you are attending training with Kaplan Singapore.

Registration Form

Kindly complete this form and fax it to (65) 6733 2977 or email it to enquiry@kaplan.com.sg

Course Title _____
 Course Dates _____ No. of Days _____

Delegate Information

Name (Dr./Mr./Mrs./Ms.) _____
 Designation _____ Department _____
 Direct Telephone _____ Direct Fax _____
 Email Address _____
 Years of work experience _____ Highest Qualification _____
 Company Name _____
 Address _____
 Country _____ Postal Code _____
 Billing address (if different from above) _____

 Country _____ Postal Code _____
 Invoice attention to _____

Head of Department / Approving Manager

Name (Dr./Mr./Mrs./Ms.) _____
 Designation _____ Department _____
 Direct Telephone _____ Direct Fax _____
 Email Address _____

Head of Training Department / Contact Person

Name (Dr./Mr./Mrs./Ms.) _____
 Designation _____ Department _____
 Direct Telephone _____ Direct Fax _____
 Email Address _____

Registration Fees

S\$ _____

Please include prevailing GST rate.

Special Dietary (optional)

Please state special dietary requirements (if any) for tea-breaks and lunch.

Savings Scheme

- Enjoy 5% early bird discount when you register 1 month before course commencement date OR
- Register 4 participants for the same course and the 5th participant attends free of charge

Please note that only 1 savings scheme applies.

Payment Details

- Invoice will be sent out upon confirmation of course and payment is required upon receipt of invoice.

Payment Method (please select one):

- Crossed cheque / bankdraft – please make payable to:**

Kaplan Professional

- Telegraphic transfer – please make payment to:**

Account number : 033-901338-2

Account name : Kaplan Professional

Bank Address : Development Bank of Singapore
252 North Bridge Road, #02-26A/B, Raffles City Shopping Centre,
Singapore 179103

Bank Code : 7171

Branch Code : 033

Swift Code : DBSSGSG

Registration Terms & Conditions

- Cancellations / withdrawals are NOT allowed once a written confirmation has been sent to the delegate(s). However, a replacement may be sent to attend the same course.
- For cancellations received in writing two weeks before the course, a full refund, less administrative charge of S\$150 will be made.
- For cancellations received in writing more than one week prior to the seminar date, the course fee is not refundable but your payment can be credited to a future Kaplan Financial Products course within 6 months from the course commencement date.
- For cancellations received in writing less than one week prior to the course, the course fee is not refundable.
- Kaplan reserves the right to vary, amend or cancel any of the courses or its contents or alter the composition of the relevant lecturing team and venue for the training at any time at its discretion.
- Kaplan reserves the right to cancel or postpone the training session where enrolment is insufficient.

Contact Details

For more information, kindly call us at (65) 6309 5787 or email us enquiry@kaplan.com.sg

Visit us at <http://www.kaplan.com.sg/fp>