KAPLAN FINANCIAL

**Terms & Conditions**

1. Registration with ACCA/CAT(S) is the responsibility of the individual student.
2. Kaplan Learning Institute has in place a Student Fee Protection Scheme and Medical Insurance Coverage under the EduTrust Certification Scheme regulated by the Council of Private Education, by way of insurance coverage for all full-time and part-time students. It is mandatory for all students to apply for FPS and sign a student contract when they enroll for courses with any Private Education Institution (PEI) with EduTrust Certification.
3. Enrolment will only be confirmed upon receipt of payment.
4. Course fees include lecture notes, Study Text, Exam Kit and Pocket Note (except T9). No rebate will be given for materials not collected.
5. Course fees may be paid in full or by instalments. Payment by instalments are not eligible for any early bird discounts. This mode of payment is applicable to local students only.
6. All bona-fide students must apply for Kaplan Student Access Card and pay a non- refundable fee of S$10.
7. In the event students received ACCA exemptions after course commencement but before exam results released, students will get a 50% credit note based on the net course fees paid. No refund will be given after this period.
8. All fees quoted are inclusive of GST unless otherwise stated.

9a. Kaplan Learning Institute offers a cooling period for students who withdraw within 7 days from course enrolment, upon fulfilment of the following conditions and also upon receipt of a written notice of cancellation to Kaplan Learning Institute.
   (i) 100% refund of course fees (less $200 administrative fee) - before course commencement date
   (ii) 100% refund of course fees (less $300 administrative fee) - after course commencement date

9b. Upon the expiry of the 7-day cooling period, the following refund policy will apply for any withdrawal upon receipt of a written notice of cancellation (less any bank administrative charges).
   (i) 100% (less $200 administrative fee) - 45 days or more before the commencement date of the course
   (ii) 80% - 30 days or more before the commencement date of the course
   (iii) 50% - 29 days or less before the commencement date of the course
   (iv) 0% - After commencement date of the course

10. After enrolment, an administrative fee of S$20 each is payable for any transfer of class conducted by the same lecturer (subject to seats availability).
11. Kaplan Learning Institute does not encourage students to transfer class conducted by another lecturer. However, if a student has a valid reason to do so, an administrative fee of S$100 is payable (subject to seats availability).
12. Procedures on course withdrawal, transfer and refund policy can be found in Kaplan Learning Institute Student Handbook.
13. Kaplan Learning Institute shall treat all students' particulars with the strictest confidence for legitimate purpose and will not disclose to external parties.
14. Kaplan Learning Institute reserves the right to vary, amend or discontinue any or all of the discounts as it deems appropriate.
15. Kaplan Learning Institute reserves the right to vary or cancel any of the courses described or alter the composition of the relevant lecturing team, as well as the venue for lectures should the circumstances so require.

**FOR OFFICIAL USE ONLY**

Receipt No:

Date: D D M M Y Y

**Kaplan Learning Institute** is the registered PEI name of Kaplan Learning Institute Pte Ltd.

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# CAT

**LOCAL STUDENTS**

## July 2010 Intake Enrolment Form

Are you an ACCA/CAT(S) registered student?

☐ Yes, my CAT Registration No. is _____ Gender: ☐ M ☐ F

☐ **No (please select one of the following):**

**Membership Form**

☐ I have collected the membership form and will submit to Kaplan Learning Institute by **21 July 2010**.

☐ I will submit directly to CAT(S) and will not hold Kaplan Learning Institute responsible for my registration

Have you studied at Kaplan Learning Institute before? ☐ Yes ☐ No

☐ Referral (if any), please specify: _____

Name (Mr/Mrs/Miss) as in NRIC: _____

Date of Birth: D D M M Y Y

Address: _____

Postal Code: _____

Company Name: _____

Designation: _____

NRIC No.: _____

Nationality: ☐ Singaporean ☐ PR ☐ WP ☐ EP ☐ S ☐ Others: _____ Fin No.: _____

Tel: (O) _____ Tel: (H) _____

Mobile: _____

Email: _____

**Mode of Payment:** ☐ Cash ☐ Nets ☐ Visa/Mastercard

☐ Cheque No.: _____

Payable to "Kaplan Learning Institute Pte Ltd"

**Fee Protection Scheme (FPS)**

☐ I am fully aware that I am required to opt in for FPS

**Medical Insurance Coverage**

☐ I wish to purchase medical insurance coverage

☐ I do not wish to purchase medical insurance coverage as I already have an existing medical insurance policy

**Student Access Card** (All bona fide students must apply for Kaplan Student Access Card at a non-refundable fee of S$10.)

☐ Require ☐ Do not require

**Where did you hear about us?**

☐ Newspaper: _____ (please state) ☐ Magazine ☐ Internet

☐ Referral from a friend/colleague ☐ Others: _____ (please state)

Declaration by Student: 1) Kaplan Learning Institute is an "Approved Learning Partner – Student Tuition Platinum" accredited by ACCA. I authorise Kaplan Learning Institute to release my name and ACCA Registration Number to ACCA (UK) for the purpose of monitoring Kaplan Learning Institute's performance within the ALP. 2) I declare that I have read and fully understood the terms and conditions stated within this form and that the information I have provided is accurate to the best of my knowledge.

Signature: _____ Date: D D M M Y Y

KAPLAN LEARNING INSTITUTE
Kaplan City Campus 51 Cuppage Road #02-01 Singapore 229469
☎ (65) 6733 1877 (65) 6733 2977 ✉ info.sg@kaplan.com
www.kaplan.com.sg

KAPLAN FINANCIAL

**Terms & Conditions**

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2. Kaplan Learning Institute has in place a Student Fee Protection Scheme and Medical Insurance Coverage under the EduTrust Certification Scheme regulated by the Council of Private Education, by way of insurance coverage for all full-time and part-time students. It is mandatory for all students to apply for FPS and sign a student contract when they enroll for courses with any Private Education Institution (PEI) with EduTrust Certification. It is compulsory for ALL students to have medical insurance coverage for hospitalization and related medical treatment for the entire course duration.
3. Student pass holders transferring from other schools are required to pay a non-refundable registration fee of $300 and an ICA online application fee of $30. Student pass holders that are first time studying in Singapore are required to pay a non-refundable registration and new application processing fee of $600 and an ICA online application fee of $30.
4. Kaplan Learning Institute shall not be held responsible for late approval of Student Pass. No rebate or replacement of lessons missed will be offered.
5. Enrolment will only be confirmed upon receipt of payment.
6. Course fees include lecture notes, Study Text, Exam Kit and Pocket Note (except T9). No rebate will be given for materials not collected.
7. All bona-fide students must apply for Kaplan Student Access Card and pay a non-refundable fee of S$10.
8. In the event students received ACCA exemptions after course commencement but before exam results released, students will get a 50% credit note based on the net course fees paid. No refund will be given after this period.
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10a. Kaplan Learning Institute offers a cooling period for students who withdraw within 7 days from course enrolment, upon fulfilment of the following conditions and also upon receipt of a written notice of cancellation to Kaplan Learning Institute.
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10b. Upon the expiry of the 7-day cooling period, the following refund policy will apply for any withdrawal upon receipt of a written notice of cancellation (less any bank administrative charges).
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| | |
|---|---|
| Registration Fee: | $ |
| New Application Processing Fee: | $ |
| ICA Online Application Fee: | $ |
| Fee Protection Scheme | $ |
| Medical Insurance Fee: | $ |
| Course Fee: | $ |
| Student Access Card: | |
| Receipt No: | |
| Date: | D D M M Y Y |

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# CAT

## NEW AND CONTINUING INTERNATIONAL STUDENTS

## July 2010 Intake Enrolment Form

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☐ Yes, my CAT Registration No. is _____ Gender: ☐ M ☐ F

☐ **No (please select one of the following):**

**Membership Form**

☐ I have collected the membership form and will submit to Kaplan Learning Institute by **21 July 2010**.

☐ I will submit directly to CAT(S) and will not hold Kaplan Learning Institute responsible for my registration

☐ Continuing Student ☐ New Application

☐ Transferred from another school, please specify: _____

☐ Referral (if any), please specify: _____

Name (Mr/Mrs/Miss) as in Passport: _____

Date of Birth: D D M M Y Y

Local Address: _____

Postal Code: _____

Passport No.: _____

Nationality: _____

Tel: (H) _____ Tel: (HP) _____

Email: _____

**Local contact in case of emergency:**

Name: _____

Tel: _____

Applicant Overseas Address: _____

Tel: (H) _____

Tel: (HP) _____

**Mode of Payment:** ☐ Cash ☐ Nets ☐ Visa/Mastercard

☐ Cheque No.: _____

Payable to "Kaplan Learning Institute Pte Ltd"

**Fee Protection Scheme (FPS)**

☐ I am fully aware that I am required to opt in for FPS ☐ I am an existing SPS holder

**Medical Insurance Coverage**

☐ I am fully aware that I am required to purchase medical insurance coverage

**Student Access Card** (All bona fide students must apply for Kaplan Student Access Card at a non-refundable fee of S$10.)

☐ Require ☐ Do not require

**Where did you hear about us?**

☐ Newspaper: _____ (please state) ☐ Magazine ☐ Internet

☐ Referral from a friend/colleague ☐ Others: _____ (please state)

Declaration by Student: 1) Kaplan Learning Institute is an "Approved Learning Partner – Student Tuition Platinum" accredited by ACCA. I authorize Kaplan Learning Institute to release my name and ACCA Registration Number to ACCA (UK) for the purpose of monitoring Kaplan Learning Institute's performance within the ALP. 2) I declare that I have read and fully understood the terms and conditions stated within this form and that the information I have provided is accurate to the best of my knowledge.

Signature: _____ Date: D D M M Y Y

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