

REGISTRATION FORM - CFP®

DESCRIPTION		FEES
Packages – eLearning		
AWP ^{CM}		\$1,550
CFP®		\$3,000
Packages – Lecture Study		
AWP ^{CM}		\$1,800
CFP®		\$3,600
Individual Study Options		
Module	eLearning	Lecture Study
Module 1	S\$550	S\$750
Module 2	S\$550	S\$750
Module 3	S\$550	S\$750
Module 4	S\$550	S\$750
Module 5	S\$550	S\$750
Module 6	N/A	S\$750

1. Admission Requirements- The minimum entry requirements for the AFP^{CM}, AWP^{CM} and CFP® Certification Education Programs are a full GCE 'A' Level certificate (minimum 2 'A's and 2 'O's), or a minimum of 3 years working experience. Applicants must apply to be a FPAS member when enrolling in the programs. **2. Course Fees-** Course fees are payable upon registration. Course fees do not include FPAS membership fees and examination registration fees. Charter/Corporate Member rates are only applicable to candidates who are contracted or employed by FPAS Charter/Corporate Member companies. These rates will continue to be applicable as long as the candidate is contracted or employed by FPAS Charter/Corporate Member companies. The application must be supported by an original letter from the company - No further discounts are applicable for AWP^{CM} and CFP® Training packages. **3. Examinations-** Registration for the AFP^{CM}, AWP^{CM} and CFP® examinations must be done directly with the Financial Planning Association of Singapore (FPAS). Kaplan Financial shall not be held liable in the event that candidates do not register their examinations with FPAS during the registration period. **4. Vacancies for Lecture Study Sessions-** Vacancies for lecture study sessions are limited and are based on a first-come-first-served basis. Kaplan Financial reserves the right to cancel classes should there are insufficient number of students. **5. Postponement of Lecture Study Sessions-** Notice of postponement must be made in writing to HYPERLINK "mailto:info@kaplan.com.sg" info@kaplan.com.sg. Postponement of lectures study session is allowed if notice in writing is received at least 30 days from the commencement of lecture date. However, candidates must take the current study guide which may need to be updated for a later examination. **6. Students who wish to transfer from eLearning to Lecture Study-** Transfers are only allowed within 3 working days from the date the student receive his/her eLearning login ID and Password • A top up fee of S\$200 is payable • Upon transfer, students will receive the hard copy study materials and eLearning access will be deactivated immediately **7. Students who wish to transfer from Lecture Study to eLearning-** Transfers are only allowed within the first 3 lessons of the first module which the student has signed up for • No refunds and rebates will be given **8. Withdrawal/Transfer-(A)** Kaplan Financial 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 Financial. (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 • 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 **(B) Withdrawal - CFP (Elearning)** Refund of the course fees will be given only upon receipt of a written notice of cancellation: (i) 100% (less \$200 admin fee) - On the same date of purchase (ii) 50% - days from the date of purchase (iii) 10% - 3 days from the date of purchase (iv) 0% - 4 days or more from the date of purchase. Transfer of course to another person is strictly not allowed. **9. Study Manual Updates-** Candidates will require the latest current study manuals in order to prepare for the examinations. Therefore, if candidates defer for an examination or need to re-sit for an examination, it is their responsibility to enquire about any updates to the study manuals. A fee is payable for any updates to the study manuals. **10. SDF Grant-** Special terms and conditions apply to SDF Grant applicants. **11. UserID-** The student shall take all measures to protect the secrecy of his/her UserID and/or password and shall not reveal the same to any other person(s). UserID is non-transferable. **12. Other Matters-** AWP^{CM} and CFP® Training packages have to be completed within the stipulated exam sittings; otherwise the difference in course fees is payable • Kaplan Financial reserves the right to make any changes to the information specified herein or to the courses in general as and when it considers appropriate • Kaplan Financial withhold the rights to suspend the training program in the event that any monies payable by the student is not settled in full, or any breach by the student • Kaplan Financial reserves the right to vary, amend or discontinue any or all of the discounts as it deems appropriate. Kaplan Financial reserves the right to vary or cancel any of the courses described in this form and in the course brochure, or alter the composition of the relevant lecturing team as well as the venue of lecture study sessions should the circumstances so require

I agree to the terms and conditions stipulated above.

Signature : _____

Date :

Kaplan Student: Yes No

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

Date of Birth:

NRIC/Passport No.: _____

Local Address: _____

Postal Code: _____

Nationality: _____

Job Title: _____

Tel: (H/O) _____ *Tel: (HP) _____

*Email: _____

EMPLOYER DETAILS

Company Name: _____

HR/Training Manager's Name: _____

Office Address: _____

Postal Code: _____

Tel: (H/O) _____

Email: _____

INVOICING DETAILS

Name: _____

Job Title: _____ Department: _____

Billing Address: _____

Postal Code: _____

SPONSORED STUDENTS: EMPLOYER'S AUTHORISATION

If your employer is responsible for the payment of amounts, please complete the following:

As employer of the student for whom this form is completed, we are responsible for payment of amounts due on receipt of the invoice and undertake to inform you in writing of any change to this arrangement. We understand that we are fully responsible for the payment of amounts due in all circumstances (including termination of employment or course cancellation).

Signature: _____ Name: _____

Job Title: _____ Department: _____

Fee Protection Scheme (FPS)

- I am fully aware that I am required to apply for FPS
- I am not required to apply for FPS because I am company-sponsored

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 Magazine Internet Referral from a friend/colleague
- Others: _____ (please state)

* Mandatory field required for online activation.

Mode of Payment:

Cash Nets Visa/Mastercard

Cheque No.: _____

Payable to "Kaplan Financial (S) Pte Ltd"

Student Access Card: Require Do Not Require

Collected By : _____

Date :

Signature : _____

FOR OFFICIAL USE ONLY

Receipt No. :

Date :

Attended By : _____

Collected : Yes No Partial

Items Collected : _____

Activation Date :

Activated by : _____

DISCOUNTS : _____

Kaplan Financial Education Centre (Registered Business No. 52842836E) is the registered business name of Kaplan Financial (S) Pte Ltd.

CFA Institute does not endorse, promote, or warrant the accuracy or quality of the products or services offered by Kaplan Financial (S) Pte Ltd. CFA Institute, CFA® and Chartered Financial Analyst® are trademarks owned by CFA Institute.