

# Local



## **Preparatory Course for the Association of Chartered Certified Accountants (ACCA) Examination**

**Enrolment Form  
January 2018 Intake  
for Local Students**

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# Terms & Conditions

## General:

- Procedures on course withdrawal, transfer and refund policy can be found in Kaplan Learning Institute (KLI) Student Handbook and website.
- Registration with ACCA is the responsibility of the individual student.
- Enrolment and purchases will only be recognised upon receipt of payment.
- All course fees quoted are inclusive of GST unless otherwise stated and must be paid in full.
- All bona-fide students will receive a Kaplan Student Access Card.
- KLI reserves the right to vary, amend or discontinue any or all of the discounts as it deems appropriate.
- KLI 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.

## Transfer Policy:

- Transfer of Classes: After enrolment, any transfer of class will be subjected to seats availability. Transfer to class conducted by the same lecturer is subjected to \$20 admin fee; transfer to a class conducted by a different lecturer will be subjected to a \$100 admin fee.
- Transfer of Courses and Intakes: Student who wish to transfer the course of study to a new intake must withdraw from the current course and the refund policy applies.

## Refund Policy:

- There is strictly no refund allowed after course commencement date.
- There is no exchange of materials purchased with courses after course commencement date.

**Refunds for Withdrawal Without Cause:** Where students withdraw from the Course, KLI shall review after receiving the student's written notice of withdrawal and refund to the Student within 7 working days, the following sums:

% of (the amount of fees paid under Schedules B and C). Please refer to Student Contract.	If Student's written notice of withdrawal is received,
80%	More than [60] days before the course commencement date
60%	Before, but not more than [60] days before the course commencement date
50%	Before, but not more than [29] days before the course commencement date
0%	On or after the course commencement date

**Refund During Cooling-Off Period:** KLI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties. The Student will be refunded the highest percentage of the fees already paid if the Student submits a written notice of withdrawal to the KLI within the cooling-off period, regardless of whether the Student has started the course or not. In the event that a student wishes to withdraw from the programme, the application fee and the administrative fee are not refundable. Students are liable to pay (where applicable) fees that are imposed by the government authorities or other external partners. For more information on Fee Protection Scheme and refund policy, please refer to [www.cpe.gov.sg](http://www.cpe.gov.sg).

**March/September Exam Sittings:** KLI withdrawal and refund policies will also apply to students who seek to withdraw from and refund for modules which they have successfully passed during the March or September exams.

**Non-Tuition Fees:** The following fees are non-refundable *under any circumstances*:

- New International Student Application fee
- Local Transfer Student Application fee
- Supplementary fee
- Student Membership fees payable to ACCA

The following fees are non-refundable *after commencement of classes*:

- Fee Protection Scheme Insurance
- Medical Insurance Premium (If Student Pass's Application is rejected by Immigration and Checkpoint Authority (ICA), Medical Insurance Premium will be refunded)

## Exams Results Release:

**Transfer Period: 15 January 2018 to 20 January 2018**

- Upon the release of exam results on 15 January 2018, students who are enrolled in the Education and Revision Programme (January and May 2018 intake) will be eligible for a one-time transfer of papers.
- If transfer within the same module (different papers), there will be no charge to student.
- If transfer to a lower level module, KLI will process refund to students the difference in amount of course fees.
- If transfer to a higher level module, students are required to pay the difference in amount of course fees.

**Withdrawal Without Cause:** KLI will review all written notice of withdrawal supported by relevant documents on a case-by-case basis within 4 weeks. KLI will consider the following as grounds for request to withdraw:

- Overseas assignments of more than 1 month with official letter from company
- Medical reasons certified by a Singapore registered doctor eg. hospitalisation
- Pregnancy certified by a Singapore registered doctor
- Reservist service of more than 1 month with official document
- Exemption granted by relevant institution

## Withdrawal/Refund Procedure:

- Student must inform Programme Management in writing and complete a Course Withdrawal Form with reasons for withdrawal/refund accompanied with relevant supporting documents.
- All requests for withdrawal/refund are subject to KLI's approval.
- The student concern will be informed of the final decision of the withdrawal application in writing within 4 weeks.
- Upon approval, student will be withdrawn from their course.
- Refund where applicable will be available within 7 working days from date of approval.
- Student will be required to collect the cheque personally from our Reception Counter. They will need to provide a letter of authorisation if they wish to authorise a third party to collect on their behalf.
- Student will need to sign on the Student Acknowledgement Checklist upon collection of the cheque/credit note.
- Where students have withdrawn/transferred from the course, material fees of \$50 per course will be chargeable if student has collected the materials.
- Strictly no refund for any withdrawal or transfer of class on or after commencement of lessons for students who already have access to MyKaplan Account.

**Confidentiality Clause:** KLI shall treat all students' particulars with the strictest confidence for legitimate purpose and will not disclose to external parties.

All information contained in this brochure is accurate at time of print (October 2017). KLI reserves the right to vary this information should the circumstances so require.

## Kaplan Learning Institute Pte Ltd

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# Preparatory Course for ACCA Examination

## January 2018 Intake Schedule

ACCA January 2018		Full-time Tuition (Day Classes)				Part-time Tuition (Evening Classes)						
		Sessions	Fees	Lecturers	Full-time (Day Classes)		Sessions	Fees	Lecturers	Part-time (Evening Classes)		
<b>KNOWLEDGE MODULE</b>												
F1	Accountant in Business	20	\$700	Yuen Yuen	Tue Thu	C1-PM - Session 3 C1-AM - Session 1	20	\$700	Elizabeth Ng	Wed/Fri	C2 Eve	
F2	Management Accounting	20	\$700	Elizabeth Ng	Wed/Fri	C1-PM - Session 2	20	\$700	Mikki Ng	Tue	C2 Eve	
F3	Financial Accounting	20	\$700	Lin Hui Yee	Mon/Tue	C1-PM - Session 2	20	\$700	Kelly Ngo	Mon	C2 Eve	
<b>SKILLS MODULE</b>												
^F4	Corporate & Business Law	20	\$750	Kweh Soon Han	Tue Thu	C1-AM - Session 1 C1-AM - Session 3	20	\$750	Mohd Malik	Fri	C2 Eve	
F5	Performance Management	20	\$750	Elaine Tan	Tue Thu	C1-PM - Session 2 C1-AM - Session 1	20	\$750	PH Lim	Mon	C2 Eve	
^F6	Taxation	20	\$750	Yeo Siow Pin	Thu Fri	C1-PM - Session 2 C1-PM - Session 3	20	\$750	Joanna Cheong	Thu	C2 Eve	
F7	Financial Reporting	20	\$750	Yeo Ai Ling	Mon Wed	C1-PM - Session 2 C1-PM - Session 3	20	\$750	Suzannah Tan	Tue	C2 Eve	
F8	Audit and Assurance	20	\$750	Wildy Chia	Wed/Fri	C1-PM - Session 2	20	\$750	Yang Xiaoqi	Mon	C2 Eve	
F9	Financial Management	20	\$750	Kelly Ngo	Tue/Fri	C1-AM - Session 1	20	\$750	Kelly Ngo	Wed	C2 Eve	
<b>ESSENTIALS MODULE</b>												
P1	Governance, Risk and Ethics	20	\$800	Marty Windle	Mon/ Wed	C1-PM - Session 2	20 20	\$800 \$800	Andy Tan Marty Windle	Mon Mon	C2 Eve C3 Eve	
P2	Corporate Reporting	20	\$800	Suzannah Tan	Mon Thu	C1-AM - Session 1 C1-PM - Session 2	20	\$800	Suzannah Tan	Wed	C2 Eve	
P3	Business Analysis	20	\$800	Marty Windle	Tue/Wed	C1-PM - Session 3	20 20	\$800 \$800	Marty Windle Andy Tan	Tue Tue	C2 Eve C3 Eve	
<b>OPTIONS MODULE</b>												
P4	Advanced Financial Management	20	\$800	June Neo	Tue Fri	C1-PM - Session 2 C1-PM - Session 3	20	\$800	Irwin Loh	Fri	C2 Eve	
P5	Advanced Performance Management	20	\$800	Andy Tan	Thu		20	\$800	Andy Tan	Thu	C1 Eve	
^P6	Advanced Taxation	20	\$800	Lee Yuet lai	Mon Fri	C2-PM - Session 3 C2-PM - Session 2	20	\$800	Lee Yuet Lai	Mon	C1 Eve	
*P7	Advanced Audit & Assurance	20	\$800	Wildy Chia	Wed/Fri	C1-AM - Session 1	20	\$800	Wildy Chia	Wed	C2 Eve	

Note: The 19th session is a mock exam and 20th session is a mock review.

All lessons are 3 hours per session.

Session 1 - AM 8.30am - 11.30am

Session 2 - PM 12.00pm - 3.00pm

Session 3 - PM 3.15pm - 6.15pm

Session 4 - EVE 6.45pm - 9.45pm

Please refer to the Course Planner for more details.

\*MyKaplan online resources are not available for Singapore Variant Papers F4, F6 & P6.

All prices are inclusive of 7% GST.

**Student to Note:**

**Please present your highest educational qualification certificate for verification during enrolment.**

### ACCA Course Materials

Students will receive specially prepared Lecture Notes, Study Texts and Exam Kits when they enrol for this intake.

Resit Candidates who had received the **20% discount** will not be receiving the Study Texts and Exam Kits.

\*Exam Kits will only be available for F4 and F6.

## Early Bird Discount

Early bird discount of up to 25% is available to students who enrol by **30 December 2017**.

Single Intake Enrolment			Simultaneous Intake Promotion*	
January 2018 Intake	Discount		January and May 2018 Intake	Discount
	Public	Resit Candidates**		
1 paper	5%	20%	1 paper + 1 revision paper	10%
2 papers	15%	20%	2 papers + 2 revision papers	20%
3 papers	20%	20%	3 papers + 3 revision papers	25%

\* Simultaneous Intake Promotion cannot be used in conjunction with early bird discount. Students that withdraw from the simultaneous intake promotion, computation of the refund amount will be based on the pre-discount (before early bird discount) course fees.

\*\* Local ACCA Kaplan and non-Kaplan students who wish to resit for the next examinations are eligible for 20% discount upon submission of their past examination results. These discounts cannot be used in conjunction with other discounts and promotions.

**ACCA January 2018 Intake** **Local Student Enrolment Form**

Are you an ACCA-registered student?

Yes, my ACCA Registration No. is

**No, I will register online before the stipulated deadline set by ACCA UK.**

Have you studied at Kaplan Learning Institute before?  Yes  No

Highest Qualification (please attach a photocopy of your highest qualification): \_\_\_\_\_

Name of Institution: \_\_\_\_\_

**Personal Information** (all fields MUST be completed in full and BLOCK letters)

<b>Title</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs		
<b>Full Name as in Passport</b> (Please underline surname)	<input type="text"/>		
<b>Date of Birth</b> (DD/MM/YY)	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>
	<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Nationality</b>	<input type="checkbox"/> Singaporean <input type="checkbox"/> PR NRIC No. <input type="text"/> <input type="checkbox"/> WP <input type="checkbox"/> EP <input type="checkbox"/> S <input type="checkbox"/> Others <input type="text"/> FIN No. <input type="text"/>		
<b>For PR/WP/EP/S holder, please state</b>	Passport No. <input type="text"/> Nationality <input type="text"/>		
<b>Address in Singapore</b>	Blk <input type="text"/>	Street Name <input type="text"/>	Unit <input type="text"/> Postal Code <input type="text"/>
<b>Company Name</b>	<input type="text"/>		
<b>Designation</b>	<input type="text"/>		
<b>Tel (Home) +65</b>	<input type="text"/>	<b>Tel (Mobile) +65</b>	<input type="text"/>
<b>Tel (Office) +65</b>	<input type="text"/>		
<b>Email Address</b>	<input type="text"/>		

**Mode of Payment**  Cash  Nets  Visa/Mastercard/Amex  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.

**Student Access Card**  
 I require one.  I am an existing Kaplan Student Card holder.

**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.

I would like to receive information and/or marketing offers from Kaplan.  
 Email  SMS  Phone

**FOR OFFICE USE ONLY**

Course Fee: \$

Receipt No:

Date:

Signature: \_\_\_\_\_ Date:

Attended by: \_\_\_\_\_