

Revision



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

**Enrolment Form
November 2018 Revision Intake**

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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.

- **March/September Exam Sitings:** 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)

- **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:** This information you have provided will be treated with the strictest confidentiality and in accordance to the Kaplan Privacy Policy. <http://www.kaplan.com.sg/about/privacy-policy/>. By signing this form, you give consent to our use of your information.

All information contained in this brochure is accurate at time of print (May 2018). KLI reserves the right to vary this information should the circumstances so require.

Kaplan Learning Institute Pte Ltd

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📘 KaplanLearningInstitute 🌐 kaplan.com.sg/kli



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Preparatory Course for ACCA Examination / Diploma in Accounting and Business November 2018 Revision Intake Schedule

ACCA APPLIED KNOWLEDGE MODULE / DIPLOMA IN ACCOUNTING & BUSINESS

| | Paper/Subjects | Lecturers | No. of Sessions | Course Fee | |
|---------|------------------------------|-----------------|-----------------|------------|---|
| ABR-C1 | Accountant in Business | Monaliza Swatan | 5 | \$215 | ■ |
| FABR-C1 | Accountant in Business (FIA) | Elizabeth Ng | 5 | \$215 | ■ |
| MAR-C1 | Management Accounting | Mikki Ng | 5 | \$215 | ■ |
| FMAR-C1 | Management Accounting (FIA) | Mikki Ng | 5 | \$215 | ■ |
| FAR-C1 | Financial Accounting | Kelly Ngo | 5 | \$215 | ■ |
| FFAR-C1 | Financial Accounting (FIA) | Lin Hui Yee | 5 | \$215 | ■ |

ACCA APPLIED SKILLS MODULE

| | | | | | |
|--------|--------------------------|------------------|---|-------|---|
| LWR-C1 | Corporate & Business Law | Mohd Malik | 6 | \$350 | ■ |
| PMR-C1 | Performance Management | Vandana Khialani | 6 | \$350 | ■ |
| TXR-C1 | Taxation | Joanna Cheong | 6 | \$350 | ■ |
| FRR-C1 | Financial Reporting | Yeo Ai Ling | 6 | \$350 | ■ |
| AAR-C1 | Audit & Assurance | Yang Xiaoqi | 6 | \$350 | ■ |
| FMR-C1 | Financial Management | Kelly Ngo | 6 | \$350 | ■ |

ACCA STRATEGIC PROFESSIONAL MODULE

| | | | | | |
|---------|---------------------------------|--------------|---|-------|---|
| SBRR-C1 | Strategic Business Reporting | Yeo Ai Ling | 6 | \$390 | ■ |
| AFMR-C1 | Advanced Financial Management | Irwin Loh | 6 | \$390 | ■ |
| APMR-C1 | Advanced Performance Management | Elizabeth Ng | 6 | \$390 | ■ |
| ATXR-C1 | Advanced Taxation | Lee Yuet Lai | 6 | \$390 | ■ |
| AAAR-C1 | Advanced Audit & Assurance | Wildy Chia | 6 | \$390 | ■ |

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

Student to Note:
Please present your highest educational qualification certificate for verification during enrolment.

Please refer to the Course Planner for more details.
 All prices are inclusive of 7% GST.

Early Bird Discount

Early bird discount of up to 25% is available to students who enrol by **30 October 2018**.

| Single Intake Enrolment | | Simultaneous Intake Promotion* | |
|-------------------------|----------|--------------------------------|----------|
| November 2018 Intake | Discount | July and November 2018 Intake | Discount |
| 1 paper | 5% | 1 paper + 1 revision paper | 10% |
| 2 papers | 15% | 2 papers + 2 revision papers | 20% |
| 3 papers | 20% | 3 papers + 3 revision papers | 25% |

*Simultaneous Intake Promotion cannot be used in conjunction with early bird discount.

ACCA November 2018 Revision Intake

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)

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

Signature: _____ Date:

Attended by: _____