

# Local



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

Enrolment Form  
January 2019 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 subject to seats availability. Transfer to class conducted by the same lecturer is subject to \$20 admin fee; transfer to a class conducted by a different lecturer will be subject 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-Refundable Fees:** The following fees are non-refundable *under any circumstances:*

- New International Student Application Fee
- Local Transfer Student Application Fee
- Student Membership fees payable to ACCA
- Computer-based examination fee for Kaplan Financial programme

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

- Fee Protection Scheme Insurance
- Supplementary Fee

- **Exams Results Release:**  
**Transfer Period: 14 January 2019 - 18 January 2019**
  - Upon the release of exam results on 14 January 2019, students who are enrolled in the Education and Revision Programme (January and May 2019 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 concerned 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/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 (October 2018). 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 2019 Intake Schedule

ACCA January 2019	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>APPLIED KNOWLEDGE MODULE</b>											
Accountant in Business (AB)	20	\$700	Yuen Yuen	Mon Thu	C1-PM - Session 3 C1-AM - Session 1	20	\$700	Monaliza Swatan	Wed	C2 Eve	
Management Accounting (MA)	20	\$700	Elizabeth Ng	Wed/Fri	C1-PM - Session 2	20	\$700	Mikki Ng	Tue	C2 Eve	
Financial Accounting (FA)	20	\$700	Lin Hui Yee	Mon Wed	C1-PM - Session 2 C1-AM - Session 1	20	\$700	Kelly Ngo	Mon	C2 Eve	
<b>APPLIED SKILLS MODULE</b>											
Corporate & Business Law (LW <sup>v</sup> )	20	\$750	Kweh Soon Han	Mon/Thu	C1-PM - Session 3	20	\$750	Mohd Malik	Thu	C2 Eve	
Performance Management (PM)	20	\$750	Elizabeth Ng	Tue Thu	C1-AM - Session 1 C1-PM - Session 2	20	\$750	Vandana	Fri	C2 Eve	
Taxation (TX <sup>v</sup> )	20	\$750	Yeo Siow Pin	Tue Fri	C1-PM - Session 3 C1-PM - Session 2	20	\$750	Joanna Cheong	Mon	C2 Eve	
Financial Reporting (FR)	20	\$750	Yeo Ai Ling	Wed/Thu	C1-PM - Session 3	20	\$750	Irene Teng	Tue	C2 Eve	
Audit and Assurance (AA)	20	\$750	Wildy Chia	Mon/Wed	C1-PM - Session 2	20	\$750	Yang Xiaohui	Wed	C2 Eve	
Financial Management (FM)	20	\$750	Kelly Ngo	Mon/Fri	C1-AM - Session 1	20	\$750	Irwin Loh	Fri	C2 Eve	
<b>STRATEGIC PROFESSIONAL MODULE</b>											
Strategic Business Leader (SBL)	25	\$1,400	Marty Windle	Mon Fri	C1-PM - Session 3 C1-PM - Session 2	25	\$1,400	Marty Windle	Mon	C2 Eve	
Strategic Business Reporting (SBR)	20	\$830	Yeo Ai Ling	Tue Thu	C1-PM - Session 3 C1-PM - Session 2	20	\$830	Irene Teng	Wed	C2 Eve	
<b>OPTIONS MODULE (Choose 2 from 4)</b>											
Advanced Financial Management (AFM)	20	\$830	June Neo	Wed/Fri	C1-PM - Session 3	20	\$830	Irwin Loh	Thu	C2 Eve	
Advanced Performance Management (APM)	20	\$830	Elizabeth Ng	Tue Thu	C1-PM - Session 2 C1-PM - Session 3	20	\$830	Elizabeth Ng	Fri	C2 Eve	
Advanced Taxation (ATX <sup>v</sup> )	20	\$830	Lee Yuet lai	Mon Fri	C1-PM - Session 3 C1-AM - Session 1	20	\$830	Lee Yuet Lai	Mon	C2 Eve	
Advanced Audit & Assurance (AAA <sup>v</sup> )	20	\$830	Wildy Chia	Mon/Wed	C1-AM - Session 1	20	\$830	Wildy Chia	Wed	C2 Eve	

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

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.

<sup>v</sup>MyKaplan online resources are not available for Singapore Variant Papers LW, TX & ATX.

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 Supplementary Notes, Study Texts and Exam Kits when they enrol for this intake.

<sup>v</sup>Exam Kits will only be available for LW and TX.

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

## Early Bird Discount

Early bird discount of up to 25% is available to students who enrol by **05 January 2019**.

Single Intake Enrolment			Simultaneous Intake Promotion*	
January 2019 Intake	Discount		January and May 2019 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 2019 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
 **No, I am enrolling into this programme for purposes of self-development.**

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 (DD/MM/YY)</b>	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <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"/> <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:	\$ <input type="text"/>
Receipt No:	<input type="text"/>
CT Number:	<input type="text"/>
Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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

Date:      

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