

ACCA/OXFORD BROOKES UNIVERSITY

January 2019 Enrolment Form

Are you an ACCA-registered student?

Yes, my ACCA Registration No. is

Have you completed all 9 subjects in the "Fundamental Level" programme? Yes No

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

Name of Institution: _____

10% off for all Kaplan ACCA students!

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 <input type="checkbox"/> WP <input type="checkbox"/> EP <input type="checkbox"/> S <input type="checkbox"/> Others	
Passport No.	<input type="text"/>	FIN No. <input type="text"/>
Address in Singapore	Blk <input type="text"/> Street Name <input type="text"/> Unit <input type="text"/> Postal Code <input type="text"/>	
Tel (Home) +65	<input type="text"/>	Tel (Mobile) +65 <input type="text"/>
Email Address	<input type="text"/>	
Mode of Payment	<input type="checkbox"/> Cash <input type="checkbox"/> Nets <input type="checkbox"/> Visa/Mastercard/Amex <input type="checkbox"/> Cheque No. <input type="text"/> Payable to "Kaplan Learning Institute Pte Ltd"	

ACCA/Oxford Brookes Course Fee - S\$900#

Lecturer: Mikki Ng

Programme	Class C1	Period 38
Tutorial 1 - Getting Started	19 January 2019 (Sat) 10.00am - 1.00pm	Latest date to complete the Professional Ethics module 27 March 2019
Tutorial 2 - Writing Your Research Report	16 March 2019 (Sat) 10.00am - 1.00pm	Earliest submission of RAP online to Oxford Brookes University 1 May 2019
Presentation	<input type="checkbox"/> 10 April 2019 (Wed) 6.45pm - 9.45pm	Latest submission of RAP online to Oxford Brookes University 15 May 2019
	<input type="checkbox"/> 13 April 2019 (Sat) 10.00am - 1.00pm	RAP and BSc Degree results release 18 September 2019
	<input type="checkbox"/> 13 April 2019 (Sat) 2.00pm - 5.00pm	Submission Fee (payable online when submitting project) £340
* Prices listed are inclusive of GST.		Please visit: https://www.accaglobal.com as dates and fees are subject to change by ACCA. * Information is accurate as at time of print (September 2018).

- I agree to the terms and conditions stipulated.
- I would like to receive information and/or marketing offers from Kaplan Learning Institute.

FOR OFFICE USE ONLY

Course Fee: \$

Receipt No:

Date:

Signature: _____ Date:

Attended by: _____

Assessment

The Research and Analysis Project (RAP) is the final component of the BSc Degree and consists of two separate documents:

- 7,500-word Research Report (RR) and a
- 2,000-word Skills and Learning Statement (SLS)

You are also required to present your project to your mentor. You have 3 attempts to pass the RAP. If you fail the RAP on three separate occasions, you will no longer be eligible to complete the BSc Degree. Please note that you can either submit the same project topic 3 times or 3 different RAPs.

Determination of Degree Class

The BSc Degree will be based on both:

- The ACCA average mark determined from the exam marks in the Fundamental Skills Papers (F4-F9)
- The grade achieved for the Research and Analysis Project (RAP)

You will be given one of three passing grades (A, B or C) or a fail grade (F) for the performance in the RR. You will be given either a "Pass" or "Fail" grade for the performance in the SLS.

Class of Degree

ACCA Average	Mark	First	Upper Second	Lower Second	Third
	68 or more	A, B, C	-	-	-
67	A, B	C	-	-	-
66	A	B, C	-	-	-
60 - 65	-	A, B, C	-	-	-
59	-	A, B	C	-	-
58	-	A	B, C	-	-
54 - 57	-	-	A, B, C	-	-
53	-	-	A, B	C	-
50 - 52	-	-	-	-	A, B, C

Terms & Conditions

General:

- Procedures on course withdrawal, transfer and refund policy can be found in Kaplan Learning Institute (KLI) Student Handbook and website.
- 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.
- Any student who misses any tutorial or presentation during the Oxford Brookes Programme, will be automatically withdrawn without any refund.

Deferment:

- Strictly no deferment and additional review of project if student did not submit their project during the period enrolled.
- Kaplan will not be responsible for students who fail to submit their project to OBU for the enrolled Period and they will have to re-enrol with Kaplan again for full Mentorship support.

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	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

Non-Tuition Fees:

The following fees are non-refundable under any circumstances:

- New International Student Application Fee
- Local Transfer Student Application Fee
- KHEA Student transfer fee*
- *applicable for international students only
- Student Membership Fees payable to ACCA

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

- Fee Protection Scheme Insurance

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 Request 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 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 student has withdrawn/transferred from the course, material fees of \$50 per course will be chargeable if student has collected the materials.

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 (October 2018). KLI reserves the right to vary this information should the circumstances so require.

Kaplan Learning Institute Pte Ltd

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