



UEN: 199409389H

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FOLDER		<input type="text"/>	<input type="text"/>				
DOCUMENT		<input type="text"/>	<input type="text"/>			DDIS AREA	

Photograph



**Student Application Form for **Full-Time** Programmes  
(DOMESTIC STUDENTS - do not require a Student's Pass)**

Request for exemptions with highest qualification? <input type="checkbox"/> YES <input type="checkbox"/> NO
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Student's Name: \_\_\_\_\_  
Ref: \_\_\_\_\_

Intake Month: _____
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**Language Programmes**

Diploma in Professional Business English

**Certificate Programmes**

Certificate in Foundation Studies  
 Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination

**Kaplan Higher Education Academy Diploma Programmes**

**Diploma in Commerce**

Business Administration     General Studies                       Logistics & Supply Chain Management  
 Business Economics         Hospitality & Tourism Management     Marketing Management  
 Finance & Banking             Human Resource Management         Sales & Retail Management

**Diploma in**

Accountancy                                       Computer Forensics                       Mass Communication  
 Business & Law                                     Events Management                       Legal Studies  
 Business & Information Management       Health Services Management           Property Management  
 Counselling                                         Information Technology                   Web Technologies

**Professional Diploma**

Banking and Investment Management

**For Partner University Degree Programmes, pls fill in the respective University application forms**

**Other Programmes:**

*University/Institution:* \_\_\_\_\_  
*Programme Name:* \_\_\_\_\_

**1. Personal Details (all fields are compulsory)**

**Please note that incomplete information for any of the fields below will result in a non-processing of this application.**

Name in English as in Passport or Identity Card (underline surname)		Name in Chinese (if applicable)	
Gender (please tick) <input type="checkbox"/> Female <input type="checkbox"/> Male	Marital Status (please tick) <input type="checkbox"/> Single <input type="checkbox"/> Married	Age	Date of Birth (DDMMYYYY)
NRIC or Passport No.	FIN No. (if applicable)	Nationality (if not a Singaporean)	
Home Address			

Home Tel										Mobile No.																																																	
Email Address																																																											
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Full Name of Guardian/Parent (For students below 18 years old)										NRIC/Passport/Fin of Guardian/Parent					Contact No. of Guardian/Parent																																												
Email of Guardian/Parent																																																											
<table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																																											

**2. Education and Qualification – in chronological order from Secondary/High School**  
*Certified copies of degree, diploma and official transcript (native and English translated) must be attached.*

Year of Graduation	School/Country	Qualification/Major
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Year of Graduation	School/Country	Qualification/Major

**Other Courses or Study Undertaken: (pls provide relevant certificates/proof of study)**

Year	Institution	Qualification
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**3. Career Summary - Detailed personal resume to be attached**  
Employment Record, including Military Experience (in chronological order)

Period: From _____ to _____	Employer	Job Title
Period: From _____ to _____	Employer	Job Title

**4. Confidentiality Clause**

This information you have provided will be kept confidential and used solely for communicating with you.

**5. Withdrawal and Refund Policies**

- Refund for Withdrawal Due to Non-Delivery of Course:  
The PEI will notify the Student within three (3) working days upon knowledge of any of the following:
- i. It does not commence the Course on the Course Commencement Date;
  - ii. It terminates the Course before the Course Commencement Date;
  - iii. It does not complete the Course by the Course Completion Date;
  - iv. It terminates the Course before the Course Completion Date;
  - v. It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
  - vi. The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

% of the aggregate amount of the course fees paid	If student's written notice of withdrawal is received
[100%]	More than [60] days before the course commencement date
[70%]	Before, but not more than [60] days before the course commencement date
[30%]	Before, but not more than [30] days before the course commencement date
[10%]	Before, but not more than [7] days before the course commencement date
[0%]	On or after the course commencement date

**Refund for Withdrawal Due to Other Reasons:**

If the Student withdraws from the Course for any reason other than those stated in (i) to (vi), the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in refund table.

**Refund During Cooling-Off Period:**

The PEI 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 (stated in refund table) of the fees already paid if the Student submits a written notice of withdrawal to the PEI 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 program, 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)

## 6. Pre-Course Counselling Checklist

\* Please tick (✓) or indicate "NA" if not applicable, in the box next to each item.

I confirm I have been advised on/ provided information of the following:

<b>SECTION A: PROGRAMME &amp; SCHOOL INFORMATION</b>	
	School Information - Kaplan Higher Education Academy location, campus facilities and infrastructure and accreditation
	Course Information - Name of award, Awarding Body, Course Structure, Intake, Course Duration, Outlines
	Entry Requirements
	Counselling and Student Support service available
	<u>Student Concession Pass</u> The following groups of students pursuing full-time education in PEIs registered with CPE will be eligible for public transport concessions:  a. Singapore Citizens (20 years old and below) pursuing GCE Normal, Ordinary or Advanced Level qualifications, or an International Baccalaureate qualification b. Singapore Citizens pursuing Diploma or Degree programmes registered with the Committee for Private Education with a minimum course duration of 24 months. To be eligible for the concession pass, your individual study period as stated in your Standard Student Contract must be 24 months and above. If you are studying in a course shorter than 24 months and repeating your module(s), the repeated term will not be part of your course duration.
<b>SECTION B: FEES PAYABLE &amp; PAYMENT METHODS</b>	
	The tuition fees, non-tuition fees and any other relevant fees payable to Kaplan Higher Education Academy.
	The payment modes and methods acceptable by Kaplan Higher Education Academy, including available installment schemes where applicable, and that all payments must be made to Kaplan Higher Education Academy only.
	Advisory Note and Student Contract has to be signed and dated before payment can be made.
<b>SECTION C: FEE PROTECTION SCHEME &amp; STUDENT CONTRACT</b>	
	The Fee Protection Scheme (FPS) that Kaplan Higher Education Academy has in place for students.
	Both local and international students enrolled into Kaplan are covered under Lonpac Insurance. The scheme covers course fees including GST. A copy of Certificate of Insurance (COI) will be given to students. It contains information such as ID/FIN Number, course title and duration, premium paid, amount insured and period of coverage.
	The Terms & Conditions stated in the Student Contract have been explained and fully understood by the student.
<b>SECTION D: MEDICAL INSURANCE DECLARATION</b>	
	Student has been briefed on the CPE Medical Insurance requirements.
	Student has been briefed on the exemptions from Medical Insurance and will be required to sign the Declaration form where applicable. (Not applicable for international student)

**SECTION E: COMMITTEE FOR PRIVATE EDUCATION (CPE)**

Established under the Private Education Act, CPE is a statutory board empowered with the legislative power to regulate the private education sector. In addition to its role as the sectoral regulator of private education institutions, the Committee facilitates capability development efforts to uplift standards in the local private education industry.

For more information please visit the CPE website at [www.cpe.gov.sg](http://www.cpe.gov.sg)

**SECTION F: WITHDRAWAL/REFUND/TRANSFER POLICY & PROCEDURE**

Kaplan Higher Education Academy Refund Policy and Procedures.

Kaplan Higher Education Academy Transfer/Withdrawal Policy and Procedures.

**7. Application Document Checklist**

\* Please tick ( ✓ ) accordingly in the box next to each item.

The completed application form must be accompanied by the following items:

	Copy of Passport (page with personal details) or NRIC
	Certified copies of diploma, certificate and transcripts (Native and English translated language)
	Application Fee: - \$74.90 (inclusive of GST; applicable to Domestic DIPLOMA applications; non- refundable) - \$181.90 (inclusive of GST; applicable to Domestic DEGREE applications; non-refundable)
	Passport sized photographs (on WHITE background)
	Proof of Payment of Application Fee (for Telegraphic and/or Bank transfers)

The complete application package should be returned to: **Kaplan Higher Education Academy Pte Ltd**  
Kaplan City Campus @ Wilkie Edge, 8 Wilkie Road, #02-01, Singapore 228095  
Or SCANNED and EMAILED to [apply.sg@kaplan.com](mailto:apply.sg@kaplan.com) and your **Sales Consultant**.

**Payment methods & Payable Account Details**

Fees are payable by cash, cheque, credit card, NETS and telegraphic transfer.

For payment by **cheque(s)**, please make payable to **Kaplan Higher Education Academy Pte Ltd**.

For payment by **\*Telegraphic Transfer**, you may refer below for the bank account information.

Bank Name : DBS Bank  
Bank Address : 6 Shenton Way, DBS Building, Singapore 068809  
Beneficiary's Name : Kaplan Higher Education Academy Pte Ltd  
Account No : 001-900452-7  
Beneficiary's address : 8 Wilkie Road, Wilkie Edge, #02-01, Singapore 228095  
Swift Code : DBSSSGSG

*\*Please remember to attach the Proof of Payment for such transfers.*

## 8. Updates from Kaplan

I agree to receive marketing and promotional updates from Kaplan via:

SMS

Phone

Email

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Note: For students below 18 years old, the parent/guardian will be required to sign the Student Contract upon approval of application to confirm acceptance of offer subsequently.



## STUDENT INFORMATION/UPGRADER/REFERRAL FORM

Please provide the following details:

<b>Course Name and Awarding University/Institution:</b>	<b>Intake No:</b>
<b>Full Name</b> (as appears in passport/identity card):	
<b>NRIC/Passport/FIN No.</b>	
<b>Contact Number:</b>	

Fill in the following if you are:

**An existing Kaplan Student**

Programme and awarding University/Institution

\_\_\_\_\_

Intake number

\_\_\_\_\_

**Referred by a Kaplan Official Student Recruitment Agent**

Name of Agency:

\_\_\_\_\_

Specific Agent Email Contact:

\_\_\_\_\_

(For receipt of document on behalf of students)

**Referred by a Kaplan Existing Student or Alumni**

Full Name of Student:

\_\_\_\_\_

Contact Number:

\_\_\_\_\_

Programme and Awarding University/Institution of Existing Student or Alumni:

\_\_\_\_\_

Intake number:

\_\_\_\_\_

**I am a new student and was not referred to Kaplan by an existing student or recruitment agent.**

**Declaration:**

I hereby declare that the information I have provided on this form is true and factual. I also authorise Kaplan to seek the necessary verification from the awarding institutions with regards to my qualifications.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Note: For students below 18 years old, the parent/guardian will be required to sign the Student Contract upon approval of application to confirm acceptance of offer subsequently.

**For Enrolment Office Use**

Remarks: \_\_\_\_\_

Name of verifying personnel: \_\_\_\_\_

Designation: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date