

**Photograph**

(Please use superglue or double sided tape to stick the photo)

## Student Application Form (International Students)

INTERNATIONAL DIRECT

Student's Name: \_\_\_\_\_

INTERNATIONAL LOCAL TRANSFER

Intake Month/Year: \_\_\_\_\_

Request for exemptions with highest qualifications?      YES      NO

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) to the respective **Country Manager/Programme Consultant**

### Language Programmes

Diploma in Professional Business English      Level: \_\_\_\_\_

### Foundation Programmes

Foundation Diploma  
Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination  
• Optional Additional Subjects (select as appropriate):      Chinese\*      Not Taking Up      *\*Subject to class availability*

### Kaplan Higher Education Academy Diploma Programmes

#### Diploma in Commerce

Finance & Banking      General Studies  
Human Resource Management      Logistics & Supply Chain Management

#### Diploma in

Accountancy      Business Management      Counselling  
Digital Marketing      Information Technology      Psychology  
Sports & Exercise Science

### Partner University Degree Programmes (Please also fill in the University Application Forms)

#### Birmingham City University, UK

International Master of Business Administration      Please specify major: \_\_\_\_\_

#### Murdoch University, Australia

Bachelor of Business      Please specify major: \_\_\_\_\_  
Bachelor of Communication      Please specify major: \_\_\_\_\_  
Bachelor of Information Technology      Please specify major: \_\_\_\_\_  
Bachelor of Arts      Please specify major: \_\_\_\_\_  
Graduate Certificate in Business Administration  
Master of Business Administration

#### Northumbria University, UK

Bachelor of Arts (Honours) (Top-up)      Please specify major: \_\_\_\_\_  
Master of Science      Please specify major: \_\_\_\_\_

#### Royal Holloway, University of London, UK

Bachelor of Science (Honours) (Top-up)      Please specify major: \_\_\_\_\_

#### University College Dublin, Ireland

Bachelor of Business Studies (Honours) (Top-up)      Please specify major: \_\_\_\_\_  
Master of Science      Please specify major: \_\_\_\_\_

#### University of Essex, UK

Bachelor of Science (Honours) (Top-up)      Please specify major: \_\_\_\_\_

#### University of Portsmouth, UK

Bachelor of Arts (Honours) (Top-up)      Please specify major: \_\_\_\_\_  
Bachelor of Science (Honours) (Top-up)      Please specify major: \_\_\_\_\_

### Other Programmes:

University/Institution:  
Programme Name:

PLEASE NOTE THAT INCOMPLETE INFORMATION FOR ANY OF THE FIELDS BELOW WILL RESULT IN THE NON-PROCESSING OF THIS APPLICATION.

## 1. Personal Details

Name in English as in Passport or Identity Card (underline surname)			Name in Chinese (if applicable)	Gender (please tick) <b>Female</b> <b>Male</b>	Race
				Marital Status (please tick) <b>Single</b> <b>Married</b> <b>Widowed</b> <b>Separated</b> <b>Divorced</b>	Religion
Birth Certificate No.	Date of Birth (DD/MM/YY)	Age	Passport No.	FIN No. (if applicable)	Nationality
Home Country Address			Pass Expiry Date (if applicable; for Dependant's Pass, Long-Term Visit Pass, Work Pass, etc.)	Home Country Tel No. (indicate country code)	Mobile No. (indicate country code)
Email Address					
Singapore Address				Singapore Tel No.	Singapore Mobile No.
Name of Emergency Contact Person (immediate family members/legal guardians only)				Relationship	
Email Address				Contact No. (indicate country code)	
Please state the Countries you have resided in for 1 year or more, during the last 5 years					

### Management of Applicants Under 18 Years Old

(The following fields are compulsory for any applicants below 18 years old to fill in; optional otherwise)

Please appoint one of the following to be the legal representative for the applicant. The representative will receive the official contract and other important notifications from Kaplan. This is only applicable to applicants below 18 years old.			
<b>Father      Mother      Legal Guardian</b>			
<b>Father</b>			
Full Name of Father	Contact No. of Father (indicate country code)	Email Address of Father	NRIC/Passport/FIN No.
<b>Mother</b>			
Full Name of Mother	Contact No. of Mother (indicate country code)	Email Address of Mother	NRIC/Passport/FIN No.
<b>Legal Guardian*</b>			
Full Name of Legal Guardian	Contact No. of Legal Guardian (indicate country code)	Email Address of Legal Guardian	NRIC/Passport/FIN No.
<b>Additional Representative (Optional)</b>			
Full Name of Additional Representative	Contact No. of Additional Representative (indicate country code)	Email Address of Additional Representative	NRIC/Passport/FIN No.

\*Should the applicant wish to list an individual other than the natural parent as a legal guardian, please provide Kaplan with a copy of the relevant court and/or legal documents (such as a Power of Attorney) to prove that said individual is the legal guardian of the applicant.

The role of the additional representative, if appointed, is merely to receive the important notifications from Kaplan in order to update the applicant's parents. The representative is not permitted to sign the official document or act on behalf of the parents.

## 2. Information Required for the Processing of a Student's Pass Declaration:

Have you ever been refused entry into or deported from any country, including Singapore? **YES NO**  
 Have you ever been convicted by a court of law in any country, including Singapore? **YES NO**  
 Have you ever been prohibited from entering Singapore? **YES NO**  
 Have you ever entered Singapore using a different Passport or Name? **YES NO**

IF any of the answers is "YES", please furnish details on a separate sheet of paper.

<b>A. Applicant's Natural Parents and/or Step Parents</b>					
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
		None of the Above			
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
		None of the Above			
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
		None of the Above			
<b>B. Applicant's Spouse (If applicable)</b>					
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
		None of the Above			
<b>C. Applicant's Siblings (If applicable)</b>					
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
		None of the Above			
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
		None of the Above			
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
		None of the Above			
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
		None of the Above			

**3. Education and Qualification – in chronological order from Secondary/High School  
(Native and English-translated certified copies of proof must be attached.)**

Name of School	Country	State/ Province	Language of Instruction (eg. English, Chinese)	Period of Study		Highest Educational Qualification eg. Academic/ Professional (If Honours Degree, please state class/division)
				From (DD/MM/YY)	To (DD/MM/YY)	

**4. Applicant's Employment – in chronological order (If applicable)**

Name of Company	Country	Employment Period		Position Held	Nature of Duties
		From (DD/MM/YY)	To (DD/MM/YY)		

**5. Applicant's Financial & Support Details  
(to be completed by applicant from Visa-required Countries)**

Applicant's Name	Monthly Average Income for Past 6 Months:	Applicant's Spouse Name	Monthly Average Income for Past 6 Months:
	Current Savings (eg. Fixed Deposit):		Current Savings (eg. Fixed Deposit):
Applicant's Father Name	Monthly Average Income for Past 6 Months:	Applicant's Mother Name	Monthly Average Income for Past 6 Months:
	Current Savings (eg. Fixed Deposit):		Current Savings (eg. Fixed Deposit):
<b>Other Financial Support from Immediate Family Members:</b> <b>YES (Please provide details on a separate sheet)</b> <b>NO</b>			

## 6. Application Document Checklist

The completed application form must be accompanied by the following items. Please tick (✓), or indicate "NA" if not applicable, in the box next to each item.

	Copy of Passport (page with personal details) and notarised copies of Birth Certificate and Family Card if applicable (Native and English-translated languages)
	Certified copies of Diploma, certificate and transcripts (Native and English-translated languages)
	Application Fee - S\$492.20 (inclusive of GST; non-refundable) <b>Please provide proof of payment for Telegraphic and/or bank transfers</b>
	A Passport-sized photograph (on WHITE background)

### Payment Methods & Payable Account Details

Fees are payable by cash, cheque (Singapore banks), NETS, Visa/Mastercard/AMEX cards, Flywire and Telegraphic Transfer.

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

For overseas remittances through Flywire, please make payment via [www.pay.kap.sg](http://www.pay.kap.sg) (Programme fee only)

For payment by Telegraphic Transfer, you may refer to the bank account information below.

**Bank Name:** DBS Bank  
**Bank Address:** 6 Shenton Way, DBS Building, Singapore 068809  
**Beneficiary's Name:** Kaplan Higher Education Academy Pte Ltd  
**Account Number/Swift Code:** 001-900452-7 / DBSSSGSG  
**Beneficiary's Address:** 1 Selegie Road #06-01, GR.ID, Singapore 188306

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. I will comply with all the conditions, the refund policy and the rules and regulations of Kaplan Higher Education Academy Pte Ltd, the University and the Immigration and Checkpoints Authority of Singapore.

Applicant's Full Name:	Name and Intake of Programme Applied for:
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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name & Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

*Note: For students below 18 years old, it is mandatory for the parent/legal guardian to sign on the Student Contract upon approval of application to confirm acceptance of offer.*

### For Enrolment Office Use

Remarks: _____	
Name of Verifying Personnel/Designation: _____	
_____ Signature	_____ Date

Please provide the following details.

## STUDENT INFORMATION/REFERRAL FORM

<b>Programme Name and Awarding University/Institution:</b>	<b>Intake No.</b>
<b>Full Name</b> (as it appears on passport/identity card):	
<b>Date of Birth:</b>	
<b>Contact No.</b>	

Fill in the following if you are:

<b>An existing Kaplan Student</b>	Programme and Awarding University/Institution:	
	Intake No.	Contact No.
<b>Referred by an Official Kaplan Student Recruitment Agent</b>	Name of Agent:	
	Specific Agent Email (for receipt of document on behalf of students):	
	Contact No.	
<b>Referred by an existing Kaplan Student or Alumni</b>	Programme and Awarding University/Institution:	
	Full Name of Referring Student:	CT No.
	Intake No.	Contact No.
<b>I am a new student and was not referred to Kaplan by an existing student, alumni or recruitment agent.</b>		

### 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. I will comply with all the conditions, the refund policy and the rules and regulations of Kaplan Higher Education Academy Pte Ltd, the University and the Immigration and Checkpoints Authority of Singapore.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name & Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

*Note: For students below 18 years old, it is mandatory for the parent/legal guardian to sign on the Student Contract upon approval of application to confirm acceptance of offer.*

# PRE-COURSE COUNSELLING FORM (Programme)



*By referring to my application above, I confirm I have been advised on/provided information of the following.*

*\* Please tick (✓) or indicate N.A. if not applicable:*

<b>SECTION A: PROGRAMME &amp; SCHOOL INFORMATION</b>	
Student has been briefed on the following:	
	School Information - KHEA location, campus facilities and infrastructure, and accreditation
	Programme Information - Name of Award, Awarding Body, Programme Structure, Intake, Programme Duration and Outlines
	Entry requirements, including requirement to complete the bridging modules or Extended Induction Programme (EIP) based on the admissions decision (where applicable)
	Counselling and Student Support services available

<b>SECTION B: FOR STUDENTS ON SVP, LTVP, EP, WP &amp; DEPENDENT'S PASS</b>	
Student has been briefed on the following:	
	ICA, MOM or the relevant authority issues the various passes for valid stay of foreigners. It is the student's responsibility to ensure that he/she has a valid pass to remain in Singapore during the course of his/her stay. In cases where the student is required to obtain a Letter of Consent for full-time programmes, Kaplan will facilitate accordingly, and ultimate approval comes from the relevant authority.
	In the event that the student does not have a valid pass to attend any part of the programme, there will be no refund of programme fees, and the student may not fulfil the requirement of programme completion, thus not being able to complete the programme enrolled.

<b>SECTION C: INTERNATIONAL STUDENT (For Student's Pass Holder only)</b>	
Student has been briefed on the following:	
	Student's Pass application, procedures and documents required, as well as the rules and regulations governing the issuance of a Student's Pass.
	Advice on medical check-up, etc.
	Information on Singapore - relevant immigration rules and relevant laws of Singapore

<b>SECTION D: FEES PAYABLE AND PAYMENT METHODS</b>	
Student has been briefed on the following:	
	The tuition fees, non-tuition fees and any other relevant fees payable to KHEA.
	The payment modes and methods accepted by KHEA, including available instalment schemes where applicable, and that all payments must be made to KHEA only.
	Advisory Note and Student Contract have to be signed and dated before payment can be made.

<b>SECTION E: FEE PROTECTION SCHEME AND STUDENT CONTRACT</b>	
Student has been briefed on the following:	
	The Fee Protection Scheme (FPS) that KHEA has in place for students.
	Both local and international students enrolled into Kaplan are covered under Lonpac Insurance. The scheme covers programme fees excluding GST.
	The Terms & Conditions stated in the Student Contract have been explained and fully understood by the student.

## PRE-COURSE COUNSELLING FORM (Programme)

SECTION F: MEDICAL INSURANCE DECLARATION (For International Students only)	
Student has been briefed on the following:	
	Medical insurance

SECTION G: COMMITTEE FOR PRIVATE EDUCATION (CPE)	
Student has been briefed on the following:	
	<p>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.</p> <p>For more information, please visit the CPE website at <a href="http://www.ssg-wsg.gov.sg">www.ssg-wsg.gov.sg</a></p>

SECTION H: WITHDRAWAL/REFUND/TRANSFER/DEFERMENT POLICY AND PROCEDURE	
Student has been briefed on the following:	
	KHEA Refund Policy and Procedures
	KHEA Transfer/Withdrawal/Deferment Policy and Procedures

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

Refund for Withdrawal Due to Non-Delivery of Programme:  
 The PEI will notify the student within three (3) working days upon knowledge of any of the following:

- It does not commence the Programme on the Programme Commencement Date;
- It terminates the Programme before the Programme Commencement Date;
- It does not complete the Programme by the Programme Completion Date;
- It terminates the Programme before the Programme Completion Date;
- It has not ensured that the student meets the programme entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- 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 Programme Fees and Miscellaneous Fees already paid should the student decide to withdraw, within seven (7) working days of the above notice.

Refund for Withdrawal Due to Other Reasons:  
 If the student withdraws from the programme for any reason other than those stated in (i) to (v), 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 refund table.



## PRE-COURSE COUNSELLING FORM (Programme)

### 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 the 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 programme or not.

In the event that a student wishes to withdraw from the programme, the application fee and the international student administrative fee are not refundable under any circumstances. The application fee refers to the fee that the student pays to Kaplan for the sole purpose of processing the application form submitted so that Kaplan can check if the student meets the programme admission requirements. The application fee does not have any fee component that is used to offset programme fee payment. 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.ssg-wsg.gov.sg](http://www.ssg-wsg.gov.sg)

Programme application fees **are non-refundable** under any circumstances, even if an application is either rejected or enrolment is cancelled.

### SECTION I: PERSONAL DATA PROTECTION

	Any personal data you have provided (in particular, your personal identification details) will be treated with the strictest confidentiality and in accordance to the Kaplan Privacy Policy ( <a href="http://www.kaplan.com.sg/privacy-policy/">http://www.kaplan.com.sg/privacy-policy/</a> ). By signing this form, you give consent to our use of your information according to our Kaplan Privacy Policy and its contents. This includes verification of your educational qualifications.
	You understand that, if your programme of choice is eligible for SkillsFuture Singapore (SSG)/Ministry of Education (MOE)/Infocomm Media Development Authority (IMDA)/Institute of Banking and Finance Singapore (IBF Singapore) funding, Kaplan will be required to provide your personal data to the relevant government regulatory bodies for their survey purposes. By signing this form, you acknowledge that you are aware of this.
	You understand that, if your programme of choice is being delivered online (in part or in full) and is eligible for SkillsFuture Singapore (SSG)/Ministry of Education (MOE)/Infocomm Media Development Authority (IMDA)/Institute of Banking and Finance Singapore (IBF Singapore) (or any other entities') funding, Kaplan may have to record these classes as they are being delivered online so as to meet the aforesaid entities' regulatory requirements. You understand that the recording may capture your audio, visual or text that appear during the course of these classes. Under such regulatory requirements, you confirm that you will comply and consent to the classes of your programme of choice being recorded by Kaplan, which may involve you having to switch on your video camera and microphone during the entire duration of the classes.
	You understand that, if your programme of choice is being delivered online (in part or in full), classes of your programme of choice could be disrupted due to various technical issues, Kaplan may record these classes as they are being delivered online only for students of these classes to view post-delivery. You understand that the recording may capture your audio, visual or text that appear during the course of these classes. You confirm that you consent to the classes of your programme of choice being recorded by Kaplan. You understand that if you do not wish to be captured in the recording, it is wholly your personal responsibility to take the necessary steps to avoid being recorded.
	<u>For Students Under 18 Only</u> You understand and consent to Kaplan releasing your personal data (for eg. academic results, attendance, conduct, etc.) to your parents/legal guardian, and for them to be copied on all correspondence between Kaplan and you as a condition of your continued enrolment as a Kaplan student and your studies in the programme of your choice.
	<u>For Students Above 18 Only</u> You understand and consent to Kaplan releasing your personal data (for eg. academic results, attendance, conduct, etc.) to your parents/legal guardian upon request.

## PRE-COURSE COUNSELLING FORM (Programme)

	You understand and consent to receiving academic, employability and graduate-related updates from Kaplan via: <input type="checkbox"/> SMS <input type="checkbox"/> Phone <input type="checkbox"/> Email
	You understand and consent to receiving marketing and promotional updates from Kaplan via: <input type="checkbox"/> SMS <input type="checkbox"/> Phone <input type="checkbox"/> Email

<b>SECTION J: APPLICANTS WITH SPECIAL NEEDS</b>	
Please declare any disability/special needs/medical conditions.	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please give brief details of condition and type of assistance required. This information will be treated with the strictest confidence and is necessary so we can ensure we are able to provide the best support for the learning needs of the applicant, where possible. You may wish to provide the information and details directly to the Admissions Office instead.	
Brief details of condition and type of assistance required:  <hr/> <hr/>	

<b>SECTION K: CONFIDENTIALITY</b>	
	The information you have provided will be treated with the strictest confidentiality and in accordance to the Kaplan Privacy Policy ( <a href="http://www.kaplan.com.sg/privacy-policy/">http://www.kaplan.com.sg/privacy-policy/</a> ). By signing this form, you give consent to our use of your information.

<b>SECTION L: DECLARATION</b>	
Staff/Agent: I hereby confirm that the above has been explained to student.	
<hr/> Name of Staff/Agent	<hr/> Signature of Staff/Agent and Date
Student: I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on the above.	
<hr/> Full Name of Student	<hr/> Signature of Student and Date

# PRE-COURSE COUNSELLING FORM (Programme)



Parent/Legal Guardian (where Student is under 18 years of age): I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on the above.

\_\_\_\_\_  
Full Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian and Date