

ACCA/OXFORD BROOKES UNIVERSITY MENTORSHIP PROGRAMME

August 2022 Enrolment Form



BLENDED DELIVERY - PLATINUM

10% off for all Kaplan ACCA students!

*Refer to page 2 for T&Cs.

Are you an ACCA-registered student?

Yes, my ACCA registration no. is

Have you completed all 9 subjects in the Applied Knowledge and Applied Skills modules? 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	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <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	
NRIC/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"/>	
Name of Emergency Contact Person (Immediate family members only)	<input type="text"/>	Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Sibling <input type="checkbox"/> Spouse <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Others
Mobile No. (With country code)	<input type="text"/>	
Other Contact No. (Home/Office) (Optional)	<input type="text"/>	
Email Address	<input type="text"/>	
Disability/Special Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify _____	

Mode of Payment Cash NETS Visa/Mastercard/Amex Cheque No.

Payable to "Kaplan Higher Education Academy Pte Ltd"

ACCA/Oxford Brookes Course Fee - S\$950*

Lecturer: Mikki Ng

Programme	Class C1	Period 45	
Tutorial 1 - Getting Started	20 August 2022 (Sat) 10.00am - 1.00pm	Latest date to complete the Professional Ethics module	23 September 2022
Tutorial 2 - Writing Your Research Report	10 September 2022 (Sat) 10.00am - 1.00pm	Earliest submission of Research and Analysis Project (RAP) online to Oxford Brookes University	1 November 2022
Presentation	<input type="checkbox"/> 1 October (Sat) 10.00am - 1.00pm	Latest submission of RAP online to Oxford Brookes University	9 November 2022
	<input type="checkbox"/> 1 October (Sat) 2.00pm - 5.00pm	RAP and BSc Degree results release	22 March 2023
	<input type="checkbox"/> 3 October (Mon) 6.45pm - 9.45pm	Submission Fee (Payable online when submitting project)	£470
Please visit https://www.accaglobal.com as dates and fees are subject to change by ACCA. Information is accurate as at time of print (August 2022).			

*Prices listed are inclusive of GST.

Declaration by student: 1) I understand that Kaplan Higher Education Academy is an "Approved Learning Partner (ALP) - Student Tuition Platinum" accredited by ACCA. I authorise Kaplan Higher Education Academy to release my name and ACCA Registration Number to ACCA (UK) for the purpose of monitoring Kaplan Higher Education Academy's performance as an ALP. 2) I authorise the Kaplan Admissions Office to seek the necessary verification from the awarding institutions/universities with regard to my educational qualifications. 3) I authorise Kaplan Higher Education Academy to release my personal information to relevant institutes/agencies including, but not limited to, the Committee for Private Education (CPE), SkillsFuture Singapore (SSG), Ministry of Education (MOE), Personal Data Protection Commission (PDPC) and the Institute of Banking and Finance Singapore (IBF Singapore) on matters relating to my course of study or funding application. 4) 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: \$

Receipt No.:

CT No.:

Date:

Signature: _____

Date:

Attended by: _____

Assessment

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

- 7,500-word Research Report (RR)
- 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 3 separate occasions, you will no longer be eligible to complete the BSc Degree programme. Please note that you can submit either the same project topic 3 times or 3 different RAPs.

Determination of Degree Class

The BSc Degree class will be based on both:

- The ACCA average mark determined from the exam marks in the Applied Skills Modules (LW - FM)
- The grade achieved for the Research and Analysis Project (RAP)

You will be given one of 3 passing grades (A, B, 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.

Terms & Conditions

General:

- Procedures on course withdrawal, transfer and refund policy can be found in the Kaplan Higher Education Academy (KHEA) Pte Ltd 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 fees quoted are inclusive of GST at the prevailing rate unless otherwise stated and must be paid in full.
- All confirmed students will receive a Kaplan Student Access Card.
- KHEA reserves the right to vary, amend or discontinue any or all of the discounts and/or promotions as it deems appropriate.
- KHEA 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 lecture venue, should the circumstances so require.

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 for full mentorship support.

Refund Policy:

- Subject to these terms and conditions, 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, KHEA shall review after receiving the student's written notice of withdrawal and refund to them, 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

Class of Degree

	Marks	First	Upper Second	Lower Second	Third	
ACCA Average	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

Late Enrolment Policy:

- Application closing date is 5 working days before the intake commencement date.
- We accept late enrolments up to the 1st lesson of the course or 1st day of the intake commencement.
- All applications submitted after the intake commencement date must be accompanied by a Letter of Undertaking (LOU).

Withdrawal Without Cause:

KHEA will review all written notices of withdrawal supported by relevant documents on a case-by-case basis within 4 weeks. KHEA 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 documentation
- 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 KHEA'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.
- Strictly no refund for any withdrawal or transfer of class on or after commencement of lessons for students who already have access to a MyKaplan Account.

Confidentiality Clause:

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

*10% Discount for all Kaplan ACCA Students:

To view the terms and conditions, please click here - <https://www.accaglobal.com/hk/en/student/exam-entry-and-administration/oxford-brookes-bsc-hons-in-applied-accounting/eligibility-for-the-oxford-brookesbsc.html>