

Course Factsheet

(For September 2022 Intake)

Chartered
Accountant
SINGAPORE

Singapore CA Qualification Revision Courses (Foundation)

Course Schedule

Principles of Financial Reporting (PFF) - Online Lecturer: Ivan Lim			
Course Fee: S\$900			
No.	Date	Day	Time
1	19 Sep	Mon	6.45pm - 9.45pm
2	24 Sep	Sat	10.00am - 1.00pm
3	26 Sep	Mon	6.45pm - 9.45pm
4	3 Oct	Mon	6.45pm - 9.45pm
5	10 Oct	Mon	6.45pm - 9.45pm
6	17 Oct	Mon	6.45pm - 9.45pm
7	24 Oct	Mon	6.45pm - 9.45pm
8	29 Oct	Sat	10.00am - 1.00pm
9	31 Oct	Mon	6.45pm - 9.45pm
10	5 Nov	Sat	10.00am - 1.00pm
11	7 Nov	Mon	6.45pm - 9.45pm
12	14 Nov	Mon	6.45pm - 9.45pm

Mock Exam: 20 Nov, Sun, 9.00am - 12.15pm
Mock Review: 26 Nov, Sat, 10.00am - 12.00pm

Advanced Financial Reporting (AFF) - Online Lecturer: Kelly Ngo			
Course Fee: S\$900			
No.	Date	Day	Time
1	23 Sep	Fri	6.45pm - 9.45pm
2	30 Sep	Fri	6.45pm - 9.45pm
3	7 Oct	Fri	6.45pm - 9.45pm
4	8 Oct	Sat	10.00am - 1.00pm
5	14 Oct	Fri	6.45pm - 9.45pm
6	21 Oct	Fri	6.45pm - 9.45pm
7	28 Oct	Fri	6.45pm - 9.45pm
8	4 Nov	Fri	6.45pm - 9.45pm
9	10 Nov	Thu	6.45pm - 9.45pm
10	11 Nov	Fri	6.45pm - 9.45pm
11	17 Nov	Thu	6.45pm - 9.45pm
12	18 Nov	Fri	6.45pm - 9.45pm

Mock Exam: 22 Nov, Tue, 7.30pm - 10.45pm
Mock Review: 28 Nov, Mon, 7.30pm - 9.30pm

Singapore Taxation (TXF) - Online Lecturer: Joanna Cheong			
Course Fee: S\$900			
No.	Date	Day	Time
1	20 Sep	Tue	6.45pm - 9.45pm
2	27 Sep	Tue	6.45pm - 9.45pm
3	4 Oct	Tue	6.45pm - 9.45pm
4	11 Oct	Tue	6.45pm - 9.45pm
5	15 Oct	Sat	10.00am - 1.00pm
6	18 Oct	Tue	6.45pm - 9.45pm
7	22 Oct	Sat	10.00am - 1.00pm
8	25 Oct	Tue	6.45pm - 9.45pm
9	1 Nov	Tue	6.45pm - 9.45pm
10	8 Nov	Tue	6.45pm - 9.45pm
11	13 Nov	Sun	10.00am - 1.00pm
12	15 Nov	Tue	6.45pm - 9.45pm

Mock Exam: 20 Nov, Sun, 3.00pm - 6.15pm
Mock Review: 26 Nov, Sat, 2.00pm - 4.00pm

Assurance (ASF) - Online Lecturer: Yang Xiaoqi			
Course Fee: S\$900			
No.	Date	Day	Time
1	24 Sep	Sat	2.00pm - 5.00pm
2	29 Sep	Thu	6.45pm - 9.45pm
3	2 Oct	Sun	2.00pm - 5.00pm
4	5 Oct	Wed	6.45pm - 9.45pm
5	6 Oct	Thu	6.45pm - 9.45pm
6	12 Oct	Wed	6.45pm - 9.45pm
7	13 Oct	Thu	6.45pm - 9.45pm
8	19 Oct	Wed	6.45pm - 9.45pm
9	20 Oct	Thu	6.45pm - 9.45pm
10	3 Nov	Thu	6.45pm - 9.45pm
11	9 Nov	Wed	6.45pm - 9.45pm
12	13 Nov	Sun	2.00pm - 5.00pm

Mock Exam: 16 Nov, Wed, 7.30pm - 10.45pm
Mock Review: 24 Nov, Thu 7.30pm - 9.30pm

Financial Management (FMF) - Online Lecturer: Richa Gupta			
Course Fee: S\$900			
No.	Date	Day	Time
1	17 Sep	Sat	9.30am - 1.00pm
2	25 Sep	Sun	9.30am - 1.00pm
3	25 Sep	Sun	2.00pm - 6.00pm
4	1 Oct	Sat	2.00pm - 5.30pm
5	6 Nov	Sun	9.30am - 1.00pm
6	6 Nov	Sun	2.00pm - 6.00pm
7	12 Nov	Sat	9.30am - 1.00pm
8	12 Nov	Sat	2.00pm - 5.30pm
9	19 Nov	Sat	9.30am - 1.00pm
10	19 Nov	Sat	2.00pm - 5.30pm

Mock Exam: 21 Nov, Mon, 7.30pm - 10.45pm
Mock Review: 27 Nov, Sun, 2.00pm - 4.00pm

All prices are inclusive of 7% GST.

Important Notes

- Candidates are strongly encouraged to complete the Principles of Financial Reporting module prior to enrolling in the Advanced Financial Reporting module or the Assurance module.

Exemptions

Exemptions from the Singapore Accountancy Commission (SAC)

- Students applying for exemptions from the Foundation Course will be required to provide the SAC with relevant course outlines as evidence of the knowledge and skills acquired in the core areas of the Academic Base.
- Students will need to provide a printed copy of their Degree certificate, SCA Foundation transcript or Notification of Acceptance email from the SAC when enrolling for the Foundation Course.
- The exemption(s) granted by the SAC is/are only valid for 5 years from the date of the Notification of Acceptance email. Students will need to re-apply to the SAC for exemptions after the exemption period has lapsed.

Important Information

Additional Documents Required for Registration:

- If you have a Singapore CA Qualification candidate number, you are required to either log in to the [Singapore CA Qualification portal](#) at the enrolment counter OR bring along a printout of the first landing page upon login to certify the authenticity of your Singapore CA Qualification candidate number.
- If you do not have a Singapore CA Qualification candidate number, you are required to bring along your original highest educational qualification certificate and transcripts for verification during enrolment.

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 Singapore Accountancy Commission (SAC) 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.
- The prevailing GST rate until 31 December 2022 is 7%. From 1 January 2023 to 31 December 2023, the GST rate will increase to 8%. From 1 January 2024, the GST rate will increase to 9%. For more information on the GST revision, please refer to the Inland Revenue Authority of Singapore (IRAS) website at [https://www.iras.gov.sg/taxes/goods-services-tax-\(gst\)/gst-rate-change/gst-rate-change-for-consumers1](https://www.iras.gov.sg/taxes/goods-services-tax-(gst)/gst-rate-change/gst-rate-change-for-consumers1)
- 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.

Transfer Policy:

- Transfer of Classes: After enrolment, any transfer of class will be subject to seat availability. Transfer to a class conducted by the same lecturer is subject to a S\$20 admin fee; and transfer to a class conducted by a different lecturer will be subject to a S\$100 admin fee.
- Transfer of Courses and Intakes: Students 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:

- 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 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:

KHEA will provide the student with a cooling-off period of 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 they submit a written notice of withdrawal to KHEA within the cooling-off period, regardless

of whether they have started the course or not. In the event that a student wishes to withdraw from the course, the application fee and 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.ssg-wsg.gov.sg

Non-Refundable Fees:

The following fees are non-refundable under any circumstances:

- New International Student Application Fee
- Student Membership Fees payable to the Singapore Accountancy Commission (SAC)

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

- New International Student Administration Fee
- Existing International Student Administration Fee

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 by relevant supporting documents.
- All requests for withdrawal/refund are subject to KHEA's approval.
- 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 (<https://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 the time of printing (August 2022). Kaplan Higher Education Academy (KHEA) reserves the right to vary this information should the circumstances so require. KHEA was awarded the Best Private Education Institution for Communications & Media, Computer Science & IT and Sales & Marketing by JobsCentral Learning T.E.D. Awards 2018. Registered with the Committee for Private Education (CPE), part of SkillsFuture Singapore (SSG). UEN: 199409389H | Validity: 20/5/2022-19/5/2026

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Cert No.: EDU-2-2023
Validity: 20/7/2019 - 19/7/2023