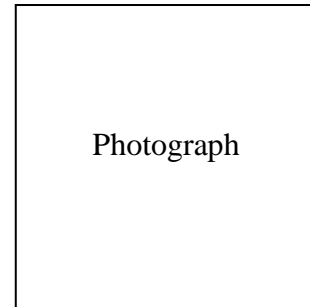




UEN: 199409389H

STUDENT NO	CT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FOLDER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DOCUMENT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DDIS AREA	<input type="text"/>



### Student Application Form (INTERNATIONAL STUDENTS)

- International DIRECT
- International LOCAL TRANSFER  
(including dependent pass holders)

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

Request for exemptions with highest qualification?  YES  NO

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

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 the respective **Country Manager**

#### Language Programmes

- Diploma in Professional Business English
- Preparatory Course for IELTS
- Certificate in Advanced Academic English (CAAE)

#### Foundation Programmes

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

#### Kaplan Global Diploma

##### Diploma in Commerce

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> General Studies                  | <input type="checkbox"/> Human Resource Management           | <input type="checkbox"/> Marketing Management        |
| <input type="checkbox"/> Business Economics      | <input type="checkbox"/> Hospitality & Tourism Management | <input type="checkbox"/> Logistics & Supply Chain Management | <input type="checkbox"/> Sales and Retail Management |
| <input type="checkbox"/> Finance and Banking     |   |  |  |

#### Kaplan Higher Education Academy Diploma Programmes

##### Professional Diploma

- Banking and Investment Management

##### Diploma in

- |  |   |  |   |   |
|--|---|--|---|---|
| <input type="checkbox"/> Accountancy                         | <input type="checkbox"/> Business and Law   | <input type="checkbox"/> Counselling       | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Legal Studies    |
| <input type="checkbox"/> Business and Information Management | <input type="checkbox"/> Computer Forensics | <input type="checkbox"/> Events Management | <input type="checkbox"/> Mass Communication     | <input type="checkbox"/> Web Technologies |

**Partner University Degree Programmes (please also fill in the University Application Forms)**

**Murdoch University, Australia**

- Bachelor of Arts (Please specify major: \_\_\_\_\_)
- Bachelor of Commerce (Please specify major: \_\_\_\_\_)
- Bachelor of Communication (Please specify major: \_\_\_\_\_)
- Bachelor of Science (Please specify major: \_\_\_\_\_)
- Master of Business Administration

**Northumbria University, UK**

- Bachelor of Arts (Hons) (Please specify major: \_\_\_\_\_)
- Master of Science in Business with (Please specify major: \_\_\_\_\_)

**Royal Holloway (University of London), UK**

- Bachelor of Science (Hons) (Please specify major: \_\_\_\_\_)

**University of Bedfordshire, UK**

- Master of Business Administration

**University College Dublin, National University of Ireland Dublin**

- Bachelor of Business Studies (Hons) (Please specify major: \_\_\_\_\_)
- Master of Science (Please specify major: \_\_\_\_\_)

**University of Essex, UK**

- Bachelor of Science (Hons) (Please specify major: \_\_\_\_\_)

**University of Portsmouth, UK**

- Bachelor of Arts (Hons) Accountancy and Financial Management

**Other Programmes:**

**University/Institution:** \_\_\_\_\_

**Programme name:** \_\_\_\_\_

**Please note that incomplete information for any of the fields below will result in a 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)	Religion
		<input type="checkbox"/> Female <input type="checkbox"/> Male Marital Status (please tick) <input type="checkbox"/> Single <input type="checkbox"/> Married	

Birth Certificate No	Date of Birth DD / MM / YY	Age	Passport No	FIN No. (if applicable)	Nationality
Home Country Address			Home Country Tel	Mobile No.	Email Address
Name of Emergency Contact Person (Immediate family members only)				Relationship	Contact No.
Full Name of Guardian (For students below 18 years old)			NRIC/Passport/Fin of Guardian	Contact No. of Guardian	Email of Guardian

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

### A. Applicant's Natural Parents and/or Step Parents

Full Name (as in travel document)	Relationship:	Nationality	<b>Residential Status in Singapore (cancel appropriately):</b>	Occupation
			S'pore citizen/ S'pore Permanent Resident – NRIC: _____	
			Resident (Long Term Pass, Work Pass, Dependent Pass etc) -- FIN No.: _____	
			None of the Above (please tick box) <input type="checkbox"/>	
Full Name (as in travel document)	Relationship:	Nationality	<b>Residential Status in Singapore (cancel appropriately):</b>	Occupation
			S'pore citizen/ S'pore Permanent Resident – NRIC: _____	
			Resident (Long Term Pass, Work Pass, Dependent Pass etc) -- FIN No.: _____	
			None of the Above (please tick box) <input type="checkbox"/>	
Full Name (as in travel document)	Relationship:	Nationality	<b>Residential Status in Singapore (cancel appropriately):</b>	Occupation
			S'pore citizen/ S'pore Permanent Resident – NRIC: _____	
			Resident (Long Term Pass, Work Pass, Dependent Pass etc) -- FIN No.: _____	
			None of the Above (please tick box) <input type="checkbox"/>	

### B. Applicant's Spouse (if applicable)

Full Name (as in travel document)	Relationship :	Nationality	<b>Residential Status in Singapore (cancel appropriately):</b>	Occupation
			S'pore citizen/ S'pore Permanent Resident – NRIC: _____	
			Resident (Long Term Pass, Work Pass, Dependent Pass etc) -- FIN No.: _____	
			None of the Above (please tick box) <input type="checkbox"/>	

C. Applicant's Siblings (if applicable)					
Full Name (as in travel document)	Relationship:	Nationality	<b>Residential Status in Singapore (cancel appropriately):</b>		Occupation
			S'pore citizen/ S'pore Permanent Resident – NRIC: _____		
			Resident (Long Term Pass, Work Pass, Dependent Pass etc) -- FIN No.: _____		
			None of the Above (please tick box) <input type="checkbox"/>		
Date of Birth: DD / MM / YY					
Full Name (as in travel document)	Relationship:	Nationality	<b>Residential Status in Singapore (cancel appropriately):</b>		Occupation
			S'pore citizen/ S'pore Permanent Resident – NRIC: _____		
			Resident (Long Term Pass, Work Pass, Dependent Pass etc) -- FIN No.: _____		
			None of the Above (please tick box) <input type="checkbox"/>		
Date of Birth: DD / MM / YY					

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

Name of School	Country	State/Province	Language of Instruction (Eg Chinese, English)	Period of Study		Highest Educational Qualification Academic/ Professional (if Honours degree, pls state class/division)
				From	To	
				DD / MM / YY	DD / MM / YY	
				DD / MM / YY	DD / MM / YY	
				DD / MM / YY	DD / MM / YY	

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

Name of Company	Country	Period of Working		Position Held	Nature of Duties
		From	To		
		DD / MM / YY	DD / MM / YY		
		DD / MM / YY	DD / MM / YY		

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

Applicant	Monthly Average Income for Past 6 months:	Applicant's Spouse	Monthly Average Income for Past 6 months:
	Current Savings (Eg Fixed Deposit)		Current Savings (Eg Fixed Deposit)
Applicant's Father	Monthly Average Income for Past 6 months:	Applicant's Mother	Monthly Average Income for Past 6 months:
	Current Savings (Eg Fixed Deposit) in local currency		Current Savings (Eg Fixed Deposit) in local currency
Other Financial Support from Immediate Family Members		Yes (Pls furnish details on a separate sheet)	No

## 6. Confidentiality Clause

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

## 7. Withdrawal and Refund Policies

Kaplan Higher Education Academy shall inform the student immediately within 3 working days if:

- i. it fails, for any reason, to commence the course on the course commencement date
- ii. it terminates the course, for any reason, prior to the course commencement date.
- iii. it fails, for any reason, to complete the course by the course completion date.
- iv. it terminates the course, for any reason, prior to course completion date.
- v. The student pass is rejected by Immigration & Checkpoints Authority (ICA)

% of the aggregate amount of the course fees paid	If student's written notice of withdrawal is received
[100%]	("Maximum Refund") 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 [14] 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

Kaplan Higher Education Academy shall, within 7 working days of notifying the student in writing of above circumstances (i) to (iv), provide the student with information and details of the alternative confirmed course arrangement to allow the student to make timely and appropriate decision on the alternative arrangement. Kaplan Higher Education Academy offers a 7-day cooling off period to students who wish to withdraw after signing their student contract. Students will receive the maximum refund of the course fees if they withdraw within 7 days of signing the student contract. All withdrawal requests must be presented to Kaplan Higher Education Academy officially in writing.

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)

## 8. Updates from Kaplan

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

- SMS                       Phone                       Email

(To be completed by students above 18 years old)

I agree to allow my parents to receive my academic performance from Kaplan upon request.

- Yes                       No

**9. Pre-Course Counseling 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.
<b>SECTION B: INTERNATIONAL STUDENT</b>	
	Student pass application, procedures and documents required as well as the rules & regulations governing the issuance of a student pass.
	Advice on medical check-up, etc.
	Advice on personal and medical insurance.
	Information on Singapore - Relevant Immigration rules and relevant laws of Singapore.
<b>SECTION C: FEES PAYABLE AND 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 D: FEE PROTECTION SCHEME AND 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 excluding 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.

**SECTION E: MEDICAL INSURANCE DECLARATION**

	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 F: COUNCIL 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 Council facilitates capability development efforts to uplift standards in the local private education industry.  For more information please visit the CPE website at <a href="http://www.cpe.gov.sg">www.cpe.gov.sg</a>
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**SECTION G: WITHDRAWAL/REFUND/ TRANSFER POLICY AND PROCEDURE**

	Kaplan Higher Education Academy Refund Policy and Procedures.
	Kaplan Higher Education Academy Transfer/ Withdrawal Policy and Procedures.

**10. 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) and notarised copies of <u>Birth Certificate</u> & <u>Family Card</u> , if applicable, (Native & English translated)
	Certified copies of diploma, certificate and transcripts (Native and English translated language)
	Application Fee - \$ 492.20 (inclusive of GST; non-refundable) - <b>pls provide *Proof of Payment for Telegraphic and/or Bank transfers</b>
	Passport sized photographs (on WHITE background)

**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/ Swift Code : 001-900452-7 / DBSSSGSG

\_\_\_\_\_  
 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/UPGRADE/REFERRAL FORM

Please provide the following details:

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

Fill in the following if you are:

**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 apply for admission to the above-mentioned programs. I declare that the information given in this form is true and complete. I understand that if falsified information is submitted, admission will be rescinded. I have read the programme prospectus and understand that progression into the top-up degree program is subject to University's final approval. I will comply with all the conditions, refund policy, rules and regulations of Kaplan Higher Education Academy Pte Ltd, the University and the Immigration and Checkpoints Authority of Singapore.

\_\_\_\_\_  
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 Enrollment Office Use

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

Name of verifying personnel/ Designation: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date