



UNIVERSITY COLLEGE DUBLIN  
NATIONAL UNIVERSITY OF IRELAND, DUBLIN

**CONFIDENTIAL**

Ref:

**Application for Admission**  
**BACHELOR OF BUSINESS STUDIES (HONOURS) DEGREE (Part-time)**

Specialising in  
(Please tick one only)

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Banking and Wealth Management</b><br><input type="checkbox"/> <b>Business with Law</b><br><input type="checkbox"/> <b>Finance</b><br><input type="checkbox"/> <b>Human Resource Management</b><br><input type="checkbox"/> <b>Information Management</b> | <input type="checkbox"/> <b>Logistics and Supply Chain Management</b><br><input type="checkbox"/> <b>Management</b><br><input type="checkbox"/> <b>Marketing</b><br><input type="checkbox"/> <b>Project Management</b> |
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Before submitting this application, please ensure that you have enclosed all items under 'Checklist' (8).

<b>1. Personal Details</b> (please write in <b>BLOCK LETTERS</b> )			
<b>Title</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms <input type="checkbox"/> Other
<b>Name</b> (according to your NRIC/passport)			
<b>NRIC / Passport No</b>			<b>Gender</b> <input type="checkbox"/> M <input type="checkbox"/> F
<b>Date of Birth</b>	<input type="text"/> <input type="text"/> Day	<input type="text"/> <input type="text"/> Month	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Year
<b>Country of Birth</b>			<b>Citizenship</b>
<b>Mailing Address</b>			
<b>Contact Number</b>	(Mobile)		(Home)
<b>Email Address</b>			

<b>2. Career Summary</b>		
<b>Company Name</b>		
<b>Company Address</b>	<b>Job Title</b>	
	(S)	
<b>Company Sponsored</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Contact Person</b>	<b>Contact Number</b>	

<b>3. Education and Qualifications:</b> (Certified copies of degree, diploma and official transcripts must be attached.)		
<b>Year</b>	<b>Name of Institutions</b>	<b>Course Titles</b>
Please indicate the language in which your prior education was received <input type="checkbox"/> English and/or <input type="checkbox"/> Others: Please state language(s) _____		

**4. Expression of Interest** (Please state your motivation for seeking admission into this program)


**5. Career Objectives** (Please outline your career objectives)


**6. Present Occupation**

Job title	Since
Number of Years	Organisation

**7. Additional Information**

Please indicate how you came to know about this course.

- Newspaper : \_\_\_\_\_  Brochure mailer  Internet  Others \_\_\_\_\_  
 From our student: Name: \_\_\_\_\_ Program: \_\_\_\_\_ Intake No: \_\_\_\_\_ Contact No: \_\_\_\_\_

**8. Declaration**

I hereby apply for admission to the Bachelor of Business Studies degree programme. 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. If accepted as a student, I will comply with all conditions, rules and regulations of the University and its representative.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**9. Checklist**

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

- (a) Photocopies of Diploma, certificates and transcripts
- (b) Photocopy of your NRIC or Passport
- (c) The BBS application forms
- (d) Programme application fee

Cheque should be crossed in favour of  
**Kaplan Higher Education Institute Pte Ltd**

The complete application package should be returned to:

**Director, BBS Programmes**  
**Kaplan Higher Education Institute**  
**Kaplan City Campus @ Wilkie Edge**  
**8 Wilkie Road, #02-01**  
**Singapore 228095**  
**Tel: 6733 1877 Fax: 6225 3605**  
**Email: info.sg@kaplan.com**  
**BRN:198600044N**

## PRE-COURSE COUNSELLING FORM



### SECTION A: STUDENT'S PARTICULARS

Name of Student (as in NRIC / Passport)	NRIC / Passport No.
Highest Qualification	Name of Institution

Programme Applied for

*\* Please Tick (✓) or indicate NA if not applicable:*

### SECTION B: PROGRAMME & SCHOOL INFORMATION

Student has been briefed on the following:

	School Information - Kaplan Higher Education Institute location, campus facilities and infrastructure and accreditation
	Programme Information - Name of award, Awarding Body, Programme Structure, Intake, Programme Duration, Outlines
	Entry Requirements
	Counselling and Student Support services available

### SECTION C: FEES PAYABLE AND PAYMENT METHODS

Student has been briefed on the following:

	The tuition fees, non-tuition fees and any other relevant fees payable to Kaplan Higher Education Institute.
	The payment modes and methods acceptable by Kaplan Higher Education Institute, including available instalment schemes where applicable, and that all payments must be made to Kaplan Higher Education Institute only.
	Advisory Note and Student Contract has to be signed and dated before payment can be made.

### SECTION D: SKILLSFUTURE CREDIT (SFC) AND SKILLS DEVELOPMENT FUND (SDF), IF APPLICABLE

Student has been briefed on the following:

	The eligibility and the claim procedures of SFC. More details can be found on <a href="http://www.skillsfuture.sg/credit">www.skillsfuture.sg/credit</a>
	The eligibility and the claim procedures of SDF. More details can be found on <a href="http://www.skillsconnect.gov.sg">www.skillsconnect.gov.sg</a>
	It is the sole responsibility of the student to apply for the SFC approval. The student has 60 days before the start of the programme up till the day of programme commencement to do so. More details can be found on <a href="http://www.skillsfuture.sg/credit">www.skillsfuture.sg/credit</a> .
	It is the sole responsibility of the student to update SSG should the student have the intention to withdraw, transfer, or defer the study of selected programme before start of the programme for SFC.
	Once the programme has commenced, the student will not be allowed to cancel his submission of SFC.
	The student needs to comply with Kaplan's policies e.g. refund and withdrawal policy upon programme commencement. Any refund of the SFC portion will be credited back to the student's SFC account with SSG as required by SSG.



## PRE-COURSE COUNSELLING FORM

### SECTION E: FEE PROTECTION SCHEME AND STUDENT CONTRACT

#### Student has been briefed on the following:

	The Fee Protection Scheme (FPS) that Kaplan Higher Education Institute 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. A copy of Certificate of Insurance (COI) will be given to students. It contains information such as ID/FIN Number, programme 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 F: COMMITTEE FOR PRIVATE EDUCATION (CPE)

#### Student has been briefed on the following:

	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 <a href="http://www.cpe.gov.sg">www.cpe.gov.sg</a>
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### SECTION G: WITHDRAWAL/REFUND/TRANSFER POLICY AND PROCEDURE

#### Student has been briefed on the following:

	Kaplan Higher Education Institute Refund Policy and Procedures
	Kaplan Higher Education Institute Transfer/Withdrawal Policy and Procedures

#### Kaplan Higher Education Institute 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:

- i. It does not commence the Programme on the Programme Commencement Date;
- ii. It terminates the Programme before the Programme Commencement Date;
- iii. It does not complete the Programme by the Programme Completion Date;
- iv. It terminates the Programme before the Programme Completion Date;
- v. 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.

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 (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 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 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 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).

**SECTION H: DECLARATION**

Staff/Agent: I hereby confirm that the above have been explained to student.

\_\_\_\_\_  
Name of Staff/Agent

\_\_\_\_\_  
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.

\_\_\_\_\_  
Full Name of Student

\_\_\_\_\_  
Signature of Student and Date

**SECTION I: UPDATES FROM KAPLAN**

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

SMS

Phone

Email

## STUDENT INFORMATION/UPGRADER/REFERRAL FORM

Please provide the following details:

<b>Programme 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's Signature

\_\_\_\_\_  
Date

**For Enrolment Office Use**

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date