

# International Application Form



**Personal Details**

Title \_\_\_\_\_ Male (M) Female (F) \_\_\_\_\_ Date of Birth \_\_\_ / \_\_\_ / \_\_\_

Surname/Family Name: \_\_\_\_\_ First/Given Name: \_\_\_\_\_

Home address/Correspondence address: \_\_\_\_\_  
 \_\_\_\_\_

Postal/Zip code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone (Including country code): \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Course you wish to apply for**

Course title	Mode of study (Full time/Part time)

**Further Details**

Country of permanent residence: \_\_\_\_\_ Country of birth: \_\_\_\_\_

Who is paying your fees?      Myself/Family      Fed Aid  
 An official sponsor (state name of organization) \_\_\_\_\_

**Criminal convictions** If you have a relevant criminal conviction, tick the box.

**Disability/Special needs** If you have a disability or special needs, tick the box.

**English Language Proficiency**

Was English the language of instruction in your previous institution?    Yes    No    Partly

Number of years you have studied in English: \_\_\_\_\_ Which institution: \_\_\_\_\_

I hold the following qualifications:

IELTS Score (if known): \_\_\_\_\_ Date of test: \_\_\_/\_\_\_/\_\_\_ Location: \_\_\_\_\_

TOEFL Score (if known): \_\_\_\_\_ Date of test: \_\_\_/\_\_\_/\_\_\_ Location: \_\_\_\_\_

Others (Please specify): \_\_\_\_\_ Date of test: \_\_\_/\_\_\_/\_\_\_ Location: \_\_\_\_\_

If test is yet to be completed, please state date to be taken: \_\_\_/\_\_\_/\_\_\_ Location: \_\_\_\_\_

IELTS      TOEFL      Other: \_\_\_\_\_      Results date: \_\_\_\_\_

**Employment History**

Name of Employer/Organization	Nature of work	From MM/YY To MM/YY	Part time/Full time

**School/College and University Education (From Secondary Education, starting with the most recent)**

From MM/YY To MM/YY	Institution	Qualification	Part time/Full time

**Please indicate how you came to know about this programme.**

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

**Declaration**

I hereby declare that the information that I have provided on this form is true and factual. I also consent to the release of academic results for each programme to Kaplan Higher Education Academy. I agree to meet all financial obligations to Kaplan Higher Education Academy in full and by the due date provided to me and understand that I will not be allowed to enrol or graduate if I fail to do so.

I will comply with all conditions, rules and regulations of Kaplan Higher Education Academy (as stated in <http://www.kaplan.com.sg> and programme brochure/handbook).

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

# 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 Academy 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
	<p><u>Student Concession Pass</u> The following groups of students pursuing full-time education in PEIs registered with CPE will be eligible for public transport concessions:</p> <ul style="list-style-type: none"><li>a. Singapore Citizens (20 years old and below) pursuing GCE Normal, Ordinary or Advanced Level qualifications, or an International Baccalaureate qualification</li><li>b. Singapore Citizens pursuing Diploma or Degree programmes registered with the Committee for Private Education with a minimum programme duration of 24 months. To be eligible for the concession pass, your individual study period as stated in your <u>Standard Student Contract must be 24 months and above</u>. If you are studying in a programme shorter than 24 months and repeating your module(s), the repeated term will not be part of your programme duration.</li></ul>

## 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 Academy.
	The payment modes and methods acceptable by Kaplan Higher Education Academy, including available instalment 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.



## PRE-COURSE COUNSELLING FORM

### 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.

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

Student has been briefed on the following:

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

#### Kaplan Higher Education Academy 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 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

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 Enrolment Office Use**

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

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

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

\_\_\_\_\_

Signature

\_\_\_\_\_

Date