



DIRECT APPLICATION FORM FOR MONASH STUDY – UNDERGRADUATE COURSES

Return this form to:

Director, BEEYE Programme
Kaplan Higher Education Institute
Kaplan City Campus @ Wilkie Edge
8 Wilkie Road, #02-01
Singapore 228095
Tel: (65) 6733 1877
Fax: (65) 62253605
Email: info.sg@kaplan.com

Recruitment Office, Phone: +61 3 9905 1320,
Email: offcampus@monash.edu.au, Web:
www.monash.edu.au/offcampus

Certification of documents

All applicants to Monash University courses must provide certified copies of any previous results or qualifications from institutions other than Monash University or Monash College and any other supporting documentation in relation to your application. Examples of such documents include:

- Birth/marriage certificates etc. required as evidence of name change
- Academic qualifications from other institutions including testamurs/academic transcripts/result certificates
- Copy of Australian Permanent Resident Visa or Australian Certificate of Citizenship

Any documentation not properly certified will be returned and your application will not be assessed. Faxed copies will not be accepted. Original documents will not be returned.

The following people are acceptable signatories for certification of documents: A justice of the peace or bail justice; a notary public; a barrister and solicitor of the supreme court; a clerk to a barrister and solicitor if the supreme court; a member of the police force; the sheriff or a deputy sheriff; a registered medical practitioner; a registered dentist; a veterinary practitioner; a pharmacist; a principal in the Victorian government teaching service; the branch manager of a bank; a member of the institute of chartered accountants in Australia or the Australian society of accountants or the national institute of accountants; a minister of religion (not a civil celebrant).

Overseas qualifications and documentation

Please provide information on the grading structure of the institutions you have attended. Results in a language other than English must be translated. For translations contact the Department of Immigration and Citizenship, Level 24, 2 Lonsdale Street, GPO Box 241E, Melbourne 3000. Telephone: 1300-654-151. Monash University reserves the right to refuse documentation on the grounds of incorrect certification or translation procedures.

General Information

- This is an application form only and does not constitute enrolment for any course in the University or entitle an applicant to be classified as a student of the University.
- This application is the property of Monash University. Supporting documentation will NOT be returned.
- It is the applicant's responsibility to advise Monash University regarding any change of address.
- Applicants must provide correct and complete information (including

information on all previous studies). If it is found that an applicant has provided incorrect information or withheld relevant information relating to their application, an offer for a place in a course may be withdrawn and/or the enrolment may be cancelled.

- Faxed applications and documents are NOT acceptable. If supporting documentation is not available at time of mailing, enclose an explanatory note indicating an anticipated supply date.

Privacy Statement

The information on this form is collected for the primary purpose of assessing your application. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University to assess your application. Personal information may also be disclosed to the education institutions or your employer(s) to make an informed decision about the application or matters that concern your enrolment at Monash. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

Before using this form

For information on courses, entry requirements and which faculty manages your course(s) of interest, refer to the Monash Course Finder

www.monash.edu.au/study/coursefinder/

Please also visit the website of the faculty that manages your degrees of interest or contact the faculty directly: see

www.monash.edu.au/faculties/

THIS FORM IS FOR:

- Off shore residents undertaking off campus study

International students applying for on-campus study, including permanent residents of New Zealand, must apply through Monash International Admissions. Please see:

www.monash.edu/study/international/apply/

THIS FORM IS TO BE USED TO APPLY FOR:

- Students studying offshore at Kaplan

Completing this form

- Please print boldly in blue or black ink using block letters
- Please attach one set of supporting documentation (all documents must be certified copies – see below).

Please take careful note of your course's specific application requirements on Course Finder

www.monash.edu.au/study/coursefinder/
Off-Campus Learning applications

A list of courses available via off-campus learning can be found at
www.monash.edu.au/offcampus/courses.html

Off-campus application requirements:

1. You must state your proposed study program for ALL courses, including the teaching period (ie, semester one, semester two, or full-year unit). It may be necessary to discuss your study program with a course adviser, particularly if applying for credit. Contact the relevant faculty office as listed in the Off-Campus Learning website www.monash.edu.au/offcampus.
2. Nomination of an examination centre is compulsory (see last page of this form).

For further assistance with your off-campus application, contact: Onshore Student



Direct Application Form - Undergraduate Courses

Office use only – Session Details		
ID number:	Course code:	
Academic calendar:	Process category:	Admissions calendar:

Personal details			
Title:	Family name:	Given names:	
Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of birth:	UMAT ID: (if applicable)	
Preferred email address for Monash correspondence during the application process:			
Have you previously applied for and/or studied at Monash College or Monash University? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If YES, please state Monash ID Number (if known):			
Have you changed your name since you last applied/studied at Monash University? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If YES, please attach relevant documentation.			
Have you been excluded from Monash or other tertiary institutions for academic reasons? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If YES, please provide details of the course(s), year and reasons for exclusion:			
Are you a Monash staff member? Yes <input type="checkbox"/> No <input type="checkbox"/>		If YES, please state your staff number:	
Residency details			
Are you a citizen or permanent resident of Australia? <input type="checkbox"/> Yes — If yes, please attach a certified copy of your birth certificate or the photo page of your passport.			
Are you an international student, not a resident of Australia, applying for study offshore via Kaplan? <input type="checkbox"/> Yes			
Home address (PO Box addresses not acceptable – must be your current home address)			
Address:		Suburb/town:	
State:	Country:	Postcode:	
Home Phone:		Mobile:	
Business Phone:		Facsimile:	
Postal address for correspondence (if different from home address)			
Address:		Suburb/town:	
State:	Country:	Postcode:	
Preference 1			
Course Title: Bachelor of Education (Honours) in Early Years Education			
Course Code: D30011			
Campus: Singapore			
Major: (where required): Early Years Education			
Commencing year and semester:			

Education**Secondary education**

Please indicate the highest level of secondary schooling undertaken. You must attach a certified copy of your final results or results to date (including ENTER, VCE study scores or equivalent Year 12 information). Any outstanding results should be forwarded to the University as soon as these become available.

Qualification obtained:	Institution name:
Year obtained:	State/Country:

Tertiary education

You must provide a certified copy of all academic transcripts (unless the previous study was at Monash, in which case you do not need to provide a transcript). Please use additional pages if space provided is insufficient or provide Curriculum Vitae.

Name of institution	Country	Details of program, studies awards	Year first enrolled	Year last enrolled	Tick if completed

Outstanding results

Are you currently awaiting results of any post-secondary or tertiary studies? Yes No

If yes, name of qualification and institution:

Date on which results will be available:

Credit

Do you intend to apply for Credit on the basis of your tertiary education? Yes No

If yes, an application for Credit must be submitted. For a credit application form, go to

<http://www.monash.edu.au/connect/assets/docs/forms/credit.pdf>

For more information, see the website of the Faculty that manages your degree/s of interest, or contact the faculty directly.

English Language Proficiency

State in which way you fulfil the University's English minimum language proficiency requirements by ticking the appropriate statement below. Certified copies of results must be provided in all cases.

- I am applying for a degree in the Faculty of Education and have provided certified copies of results which fulfil the Faculty's requirements stated in www.education.monash.edu.au/students/prospective/english-requirements/

Employment History

Provide information on your employment history if required by your course(s) of interest. Please use additional pages if space provided is insufficient or provide a Curriculum Vitae.

Dates:	Employer:	Position and duties:	Full or part time	Paid or voluntary

Professional experience and membership

Provide information on your professional experience/membership of professional societies/associations if required by your course(s) of interest. Please use additional pages if space provided is insufficient or provide a Curriculum Vitae.

Year(s)	Appointment held

Declaration

I warrant that the information on this form, or provided in support of my application, is correct and complete.

I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the University may withdraw an offer of a place or cancel my enrolment in consequence.

Should the University determine that I have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions.

I consent to any educational institution at which I am or have been a student and/or any current or past employer providing Monash University with any information which that institution or employer holds about me concerning my attendance, conduct, grades and/or qualifications or experience to assess my suitability for an offer and/or enrolment.

I have read the University's statement on privacy and the purposes for which my personal information will be used (available at www.privacy.monash.edu.au/guidelines/collection-personal-information.html).

If sponsored, I permit Monash University to release details of my academic progress to my sponsoring body on their request.

I agree to abide by the statutes, regulations and policies of Monash University.

Applicant's Signature:

Date / /

Checklist

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Completed and signed application
<input type="checkbox"/> Certified copies of official academic transcripts
<input type="checkbox"/> Evidence of English language proficiency (if not established by secondary/tertiary transcripts). | <input type="checkbox"/> A curriculum vitae (where appropriate)
<input type="checkbox"/> An application for credit if relevant
<input type="checkbox"/> You have the correct mailing address for your form as advised on |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Credit Application form

This form is to be used by prospective and current Monash University students when applying for credit, which includes either credit transfer for previous study or Recognition of Prior Learning (RPL).

Monash College students should not use this form.

General information

This application for credit is only for the current course you are applying to or are enrolled in (as listed in Section B). If you apply for admission to a new course, you will need to submit a new application for credit.

When applying for credit transfer, an original or certified copy of your academic results and unit syllabus (units synopsis, assessment, number of hours, textbooks used) for the year the unit was studied is required for all studies not completed at Monash University.

You will receive written notification from your faculty regarding the outcome of your credit application. Applicants should enrol in units with the assumption that credit has not been granted until notified otherwise.

Credit policy and procedures

For the university policy on Credit (including Recognition of Prior Learning), see: <http://www.policy.monash.edu/policy-bank/academic/education/admissions/credit-policy.html>

For the university procedures for credit transfer, see:

<http://www.policy.monash.edu/policy-bank/academic/education/admissions/credit-procedures.html>

Faculties may also have specific faculty policies on credit transfer and RPL. Please refer to [faculty websites](#) and [handbooks](#) for relevant faculty policies.

Application processing

Applications for credit transfer will normally be assessed within ten working days where there are current precedents. A longer period may be required if a new assessment is required, particularly at peak admission and enrolment times.

Applications for recognition of prior learning will normally be assessed within 20 working days. Where full assessment is required, a longer period may be required particularly at peak admission and enrolment times.

Types of credit that may be granted:

- **Specified credit:** Credit for specific Monash University units as identified by their unit code.
- **Discipline-specific credit:** Credit that is specified only by credit point value, level and discipline, but not by unit codes. That is, the credit is identified as being within the discipline, but not as equivalent to any specific unit. Thus it may contribute to completion of major, minor or sequence requirements but may not stand in place of a core unit.
- **Unspecified credit:** Credit that is specified only by credit point value and level, and which can only contribute to course completion by standing in place of elective units.
- **Exemption:** Where, on the basis of previous similar study, a student is waived the requirement to pass a core unit, but in its place is required to complete another unit of the same credit point value.
- **Block credit:** Involves credit being granted for a whole section of a course such as a semester or year of full-time study in the course, rather than for specific units.
- **Recognition of prior learning (RPL):** An assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

Form submission

Closing dates

Faculty closing dates for credit applications vary. For details please refer to the following web page: www.adm.monash.edu.au/service-centre/forms/

Where a current semester's enrolment is likely to be affected by the outcome of an application (for example, a change in enrolled units) you must submit your application prior to the first day of the semester. You will receive written notification from your faculty regarding the outcome of your application.

Lodgement

Single degree programs

Berwick, Clayton, Gippsland, Parkville and Peninsula Campuses – Applications should be submitted to your faculty office on your home campus.

Caulfield Campus:

- **Business & Economics UG** – submit to counter 8 at the Student Service Centre
- **Business & Economics PG** – submit to GSB office, Building N, level 4.
- **Art, Design & Architecture and IT students** – submit to the Student Service Centre
- **All other faculties** – submit directly to your faculty office.

International students (Australian campuses) – note that credit may affect your course duration. In such cases your faculty will notify you regarding the revised course end date and the change will be reported to DIAC.

Double degree programs

Applications for credit for a double degree must be made to the managing faculty (to check the managing faculty of a degree, see www.monash.edu.au/study/coursefinder).

Where the application seeks credit for units within the partner faculty's area of the course, the application will be sent for assessment by the managing faculty to the partner faculty.

Where the outcome of a credit assessment is provided in a course offer letter, the information will be sent by the managing faculty (or International Admissions, where the faculty has delegated credit administration).

Where the application is subsequent to the admission application, the managing faculty will notify the student separately of the outcome of the credit application.

Privacy statement

The information on this form is collected for the purposes of assessing your application for credit. If you do not complete all questions on this form it may not be possible for the application to be assessed. Personal information may be disclosed to the education institutions you have attended for verification of your previous studies or your employer(s) to make an informed decision about the application. Where necessary Qualsearch will be engaged to access academic information. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at the following email address: privacyofficer@adm.monash.edu.au

Received	
Student ID:	<input type="text"/>
Tracking Number:	<input type="text"/>



Credit Application form

Section D Details for Recognition of Prior Learning (RPL)				
Please provide details of prior learning you wish to receive credits/exemptions for:				
If applying for RPL you should attach any of the following documents as required to support your application:				
Personal statement	Position description	Letter from employer	Current CV	Professional development certificate

Section E Applicant's declaration	
<ul style="list-style-type: none"> I warrant that the information on this form is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the University may withdraw an offer of a place or cancel my enrolment in consequence. I have read the University's statement on privacy and the purposes for which my personal information will be used (available at http://www.privacy.monash.edu.au/). Should the University determine that I have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions. I authorise Monash University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary <i>Qualsearch</i> will be engaged to access this academic information. I understand that Monash University is not responsible if any educational body or institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken. I agree to abide by the statutes, regulations and policies of Monash University. 	
Signed:	Date:

Section D Office Use Only	
Full name of staff member processing application:	Application:
Date received:	Checked Date: Logged Date:
Faculty Stamp:	Sent out for approval Date: Sent to: Due back:
Student advised of outcome: Yes No	Keyed Date:
Student advised by: Photocopy of this page Letter Email	For international students: New/amended eCOE required? Yes No
Sent date:	For new students prior to enrolment: <i>International Admissions notified of new course end date?</i> Yes No
Revised completion date:	For current students post enrolment: <i>ESOS Reporting Officer notified of new course end date?</i> Yes No
	<i>Please note that under ESOS regulations, International students must explicitly return authorisation of credit offered to them.</i>
	Acknowledgement received from applicant: Required: Yes No Due 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 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 www.skillsfuture.sg/credit
	The eligibility and the claim procedures of SDF. More details can be found on www.skillsconnect.gov.sg
	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 www.skillsfuture.sg/credit .
	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 www.cpe.gov.sg
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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:

- It does not commence the Programme on the Programme Commencement Date;
- It terminates the Programme before the Programme Commencement Date;
- It does not complete the Programme by the Programme Completion Date;
- It terminates the Programme before the Programme Completion Date;
- 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.

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:

Programme Name and Awarding University/Institution:	Intake No.
Full Name (as appears in Passport/Identity Card):	
NRIC/Passport/FIN No.	
Contact Number:	

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