



Photograph

**Student Application Form
(International Students)**

INTERNATIONAL DIRECT

Student's Name: _____

INTERNATIONAL LOCAL TRANSFER

Intake Month / Year: _____

Request for exemptions with highest qualifications? YES NO

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 SCAN and EMAIL to apply.sg@kaplan.com to the respective **Country Manager/Programme Consultant**

Language Programmes

Diploma in Professional Business English Programme (PBEP) Level: _____

Foundation Programmes

Foundation Diploma
 Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination
• *Optional Additional Subjects (Circle as appropriate): Chinese/Geography*/ Not Taking Up*

**Subject to class availability*

Kaplan Higher Education Academy Diploma Programmes

Diploma in Commerce

Business Administration Finance & Banking General Studies Hospitality & Tourism Management Human Resource Management
 Marketing Management Logistics & Supply Chain Management

Diploma in

Accountancy Business & Information Management Business and Law Computer Forensics Counselling Digital Marketing
 Events Management Information Technology Legal Studies Mass Communication Psychology

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

Murdoch University, Australia

Bachelor of Arts (Please specify major: _____)
 Bachelor of Business (Please specify major: _____)
 Bachelor of Science (Please specify major: _____)
 Graduate Certificate in Business Administration
 Master of Business Administration

Northumbria University, UK

Bachelor of Arts (Honours) (Top-up) (Please specify major: _____)
 Master of Science (Please specify major: _____)

Royal Holloway (University of London), UK

Bachelor of Science (Honours) (Top-up) (Please specify major: _____)

University College Dublin, Ireland

Bachelor of Business Studies (Honours) (Top-up) (Please specify major: _____)
 Master of Science (Please specify major: _____)

University of Essex, UK

Bachelor of Science (Honours) (Top-up) (Please specify major: _____)

University of Portsmouth, UK

Bachelor of Arts (Honours) (Top-up) (Please specify major: _____)
 Bachelor of Science (Honours) (Top-up) (Please specify major: _____)

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) <input type="checkbox"/> Female <input type="checkbox"/> Male		Race										
					Marital Status (please tick) <input type="checkbox"/> Single <input type="checkbox"/> Married		Religion										
Birth Certificate No.	Date of Birth (DD/MM/YY)	Age	Passport No.	FIN No. (If applicable)			Nationality										
Home Country Address					Home Country Tel No.			Mobile No.									
Email Address																	
Singapore Address											Singapore Tel No.			Singapore Mobile No.			
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 No. of Guardian			Contact No. of Guardian									
Email Address of Guardian																	

2. Information Required for the Processing of a Student Pass

A. Applicant's Natural Parents and / or Step Parents					
Full Name (as in travel document)	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):		Occupation
	Date of Birth: (DD / MM / YY)		<input type="checkbox"/> Singapore Citizen/Permanent Resident NRIC: _____		
			<input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.: _____ <input type="checkbox"/> None of the Above		
Full Name (as in travel document)	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):		Occupation
	Date of Birth: (DD / MM / YY)		<input type="checkbox"/> Singapore Citizen/Permanent Resident NRIC: _____		
			<input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.: _____ <input type="checkbox"/> None of the Above		
Full Name (as in travel document)	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):		Occupation
	Date of Birth: (DD / MM / YY)		<input type="checkbox"/> Singapore Citizen/Permanent Resident NRIC: _____		
			<input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.: _____ <input type="checkbox"/> None of the Above		

B. Applicant's Spouse (If applicable)					
Full Name (as in travel document)	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):		Occupation
	Date of Birth: (DD / MM / YY)		<input type="checkbox"/> Singapore Citizen/Permanent Resident NRIC: _____		
			<input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.: _____ <input type="checkbox"/> None of the Above		

C. Applicant's Siblings (If applicable)					
Full Name (as in travel document)	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):		Occupation
	Date of Birth: (DD / MM / YY)		<input type="checkbox"/> Singapore Citizen/Permanent Resident NRIC: _____	<input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.: _____	
Full Name (as in travel document)	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):		Occupation
	Date of Birth: (DD / MM / YY)		<input type="checkbox"/> Singapore Citizen/Permanent Resident NRIC: _____	<input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.: _____	
Full Name (as in travel document)	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):		Occupation
	Date of Birth: (DD / MM / YY)		<input type="checkbox"/> Singapore Citizen/Permanent Resident NRIC: _____	<input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.: _____	
Full Name (as in travel document)	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):		Occupation
	Date of Birth: (DD / MM / YY)		<input type="checkbox"/> Singapore Citizen/Permanent Resident NRIC: _____	<input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.: _____	

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

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

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

Name of Company	Country	Employment Period		Position Held	Nature of Duties
		From (DD / MM / YY)	To (DD / MM / YY)		

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

Applicant's Name	Monthly Average income for past 6 months:	Applicant's Spouse Name	Monthly Average Income for past 6 months:
	Current Savings (eg. Fixed Deposit):		Current Savings (eg. Fixed Deposit):
Applicant's Father Name	Monthly Average income for past 6 months:	Applicant's Mother Name	Monthly Average Income for past 6 months:
	Current Savings (eg. Fixed Deposit):		Current Savings (eg. Fixed Deposit):
Other Financial Support from Immediate Family Members:			
<input type="checkbox"/> Yes (Please provide details on a separate sheet) <input type="checkbox"/> No			

6. Confidentiality Clause

This information you have provided will be treated with strictest confidentiality and in accordance to the Kaplan Privacy Policy (<http://www.kaplan.com.sg/about/privacy-policy/>). By signing this form, you give consent to our use of your information.

7. Refund Policy

1. Refund for Withdrawal Due to Non-Delivery of Course:

The PEI will notify the Student within three (3) working days upon knowledge of any of the following:

- i. It does not commence the course on the Course Commencement Date
- ii. It terminates the Course before the Course Commencement Date
- iii. It does not complete the Course by the Course Completion Date
- iv. It terminate the Course before the Course Completion Date
- v. It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- vi. The Student's Pass Application is rejected by Immigration and Checkpoints Authority (ICA)

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

% of [the amount of fees paid under schedules B and C]	If student's written notice of withdrawal is received
[100%]	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 [30] 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

2. Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the course for any reasons other than those stated I (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.

3. 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 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.cpe.gov.sg

8. Pre-Course Counselling Checklist

I confirm I have been advised on/provided information of the following. Please tick(✓) or indicate "NA" if not applicable, in the box next to each item.

SECTION A: PROGRAMME & SCHOOL INFORMATION	
	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
SECTION B: INTERNATIONAL STUDENT	
	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
SECTION C: FEES PAYABLE AND PAYMENT METHODS	
	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.
SECTION D: FEE PROTECTION SCHEME AND STUDENT CONTRACT	
	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 including 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 Medical Insurance.
SECTION F: COMMITTEE FOR PRIVATE EDUCATION (CPE) IS PART OF SKILLSFUTURE SINGAPORE (SSG)	
	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 .
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
SECTION H: FOR STUDENTS ON SVP, LTVP, EP, WP & DEPENDENT PASS	
	ICA, MOM or the relevant authority issues the various passes for valid stay of foreigners. It is the student's responsibility to ensure that he has a valid pass to remain in Singapore during the course of his/her study.
	In the event that the student does not have a valid pass to attend any part of the course, there will be no refund of course fees, and the student may not fulfill the requirement of course completion, thus not being able to complete the course enrolled.

**9. Application Document Checklist (please tick(√) or indicate "NA" if not applicable, 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 - S\$492.20 (inclusive of GST; non-refundable) Please provide *Proof of Payment for Telegraphic and/or Bank transfers
	Passport-sized photographs (on WHITE background)

10. 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

Payment Methods & Payable Account Details

Fees are payable by Cash, Cheque (Singapore Banks), NETS, Visa/Master/AMEX cards, Flywire and Telegraphic Transfer.

For payment by **cheque(s)**, please make payable to **Kaplan Higher Education Academy Pte Ltd**.

For overseas remittances through **Flywire**, please make payment via www.pay.kap.sg (Programme fee only)

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 Number/ Swift Code	: 001-900452-7 / DBSSSGSG
Beneficiary's address	: 1 Selegie Road #06-01, PoMo, Singapore 188306

Declaration:

Have you ever been refused entry into or deported from any country, including Singapore? YES / NO

Have you ever been convicted by a court of law in any country, including Singapore? YES / NO

Have you ever been prohibited from entering Singapore? YES / NO

Have you ever entered Singapore using a different Passport or Name? YES / NO

IF any of the answer is "YES", please furnish details on a separate sheet of paper

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. 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's Full Name:	Name and Intake of Course Applied For:
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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 Enrolment Office Use	
Remarks: _____	
Name of verifying personnel/ Designation: _____	
_____ Signature	_____ Date

Please provide the following details

STUDENT INFORMATION/UPGRADER/REFERRAL FORM

Course Name and Awarding University/Institution:	Intake No.
Full Name (as it appears on passport/identity card):	
NRIC/Passport/FIN No.	
Contact No:	

Fill in the following if you are:

<input type="checkbox"/> An existing Kaplan Student	Programme and Awarding University/Institution:	
	Intake No:	Contact No:
<input type="checkbox"/> Referred by a Kaplan Official Student Recruitment Agent	Name of Agency:	
	Specific Agent Email (<i>for receipt of document on behalf of students</i>):	
	Contact No:	
<input type="checkbox"/> Referred by a Kaplan Existing Student or Alumni	Programme and Awarding University/Institution:	
	Full Name of Student:	CT No:
	Intake No:	Contact No:
<input type="checkbox"/> 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. 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.

5. Personal Statement

You are required to provide a statement of no more than 500 words in support of your application. The statement should include information you believe will assist the Selection Committee to assess your application. For example, you might explain how your previous studies, research or work experience relate to the course for which you are applying. In your personal statement, please indicate which specialisation you wish to do and provide reasons. You should also give details of any academic distinctions or prizes you may have received and any publications or other scholarly or professional achievements you believe may be relevant.

6. Work Experience

Please list details of any work experience you have.

Employer Period of Employment to Position held

Employer Period of Employment to Position held

7. Equity and Disability

If you have a disability or medical condition, please select the appropriate boxes below.

No, I do not have a disability.

or

Please select the disability or medical condition most appropriate to you.

Hearing Learning Medical Mobility Vision Other

The University Equity and Social Inclusion Office offers advice on the many support services, equipment and facilities that are available to assist you in your studies. Further

information can be found at <http://our.murdoch.edu.au/Student-life/Rights-and-responsibilities/Equity-and-Social-Inclusion-for-Students/>

8. Student Visa Requirements

Do you require a student visa in Singapore?

Yes

No

Checklist

Use this checklist to ensure that you have completed ALL the steps necessary for your application. You may not be considered if your application is incomplete. Copies of transcripts must be certified by the issuing authority or by a University representative. All documents must be in English, if not, please include certified English translations.

- Select if you have completed ALL relevant sections of this application form
- Select if you have included certified photocopies of ALL relevant documentation
- Select if you have provided a personal statement
- Select if you have supplied 2 referees reports (if required)

9. Declaration

I declare that the information provided on this form is true and complete in every detail.

I authorise Murdoch at Kaplan to obtain further information about me from educational and other institutions, which I have attached.

I acknowledge that Murdoch at Kaplan reserves the right at any stage to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

I understand that my application will only be assessed when it is complete in every detail and includes all required documentation as stated on this application form. I am aware of the conditions relating to my application and admission, and agree to pay all fees for which I am liable.

.....
Signature

..... /
Date

The details you provide to Murdoch at Kaplan on this form will be stored by us, and used to process your application and assist in the provision of services to you if your application is successful. It will not be used for any other purposes, unless you provide consent, or it is otherwise in accordance with Australian privacy laws. To learn more about how Murdoch protects your privacy, please visit: www.murdoch.edu.au/admin/policies/privacy.html