# New International Student Enrolment Form 2018

## Which Preparatory Course are you interested in?

<table>
<thead>
<tr>
<th></th>
<th>ACCA</th>
<th>FIA</th>
<th>PEF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge modules:</td>
<td>Jan</td>
<td></td>
<td>Jan</td>
</tr>
<tr>
<td>Skills modules:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Essential modules:</td>
<td></td>
<td></td>
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<tr>
<td>Options modules:</td>
<td></td>
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</tr>
</tbody>
</table>

### Knowledge modules:

- Introductory modules:
- Intermediate modules:
- Diploma modules:

## Are you an ACCA/FIA registered student?

- Yes, my ACCA/FIA Registration No. is ____________
- No, I will register online before the stipulated deadline set by ACCA UK.

## Have you studied at Kaplan Learning Institute before?

- Yes
- No

## Referral (agent/others), please specify:

_________________________________________________________________________

### Personal Information (all fields MUST be completed in full and BLOCK letters)

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Miss</th>
<th>Mrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name as in Passport (Please underline surname)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth (DD/MM/YY)</td>
<td>Day:</td>
<td>Month:</td>
<td>Year:</td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of PEI (if currently under Student’s Pass)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Overseas Address

- Tel (with country and local area code): ____________
- Mobile +65 ____________

### In Case of Emergency

| Name: | |
| Relationship with student: | |
| Tel (with country and local area code): | |

### Address (if currently residing in Singapore)

- Bk: ____________
- Street Name: ____________
- Unit: ____________
- Postal Code: ____________

### Mode of Payment:

- Cash
- Nets
- Visa/Mastercard/Amex
- Cheque No.: ____________

Payable to “Kaplan Learning Institute Pte Ltd”

### Fee Protection Scheme (FPS)

- I am fully aware that I am required to opt in for FPS

### Medical Insurance Coverage

- I am fully aware that I am required to purchase medical insurance coverage

### Declaration by Student

I, Kaplan Learning Institute is an “Approved Learning Partner – Student Tuition Platinum” accredited by ACCA. I authorise Kaplan Learning Institute to release my name and ACCA Registration Number to ACCA (UK) for the purpose of monitoring Kaplan Learning Institute’s performance within the AIP 2.1. I declare that I have read and fully understood the terms and conditions stated within this form and that the information I have provided is accurate to the best of my knowledge.

I would like to receive information and/or marketing offers from Kaplan Financial.

- Email
- SMS
- Phone

Signature: __________________________ Date: ____________

Attended by: __________________________
# NEW STUDENT APPLICATION CHECK-LIST

<table>
<thead>
<tr>
<th><strong>NEW INTERNATIONAL STUDENT</strong></th>
<th><strong>LOCAL TRANSFER STUDENT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>I have submitted the following documents to Kaplan Financial:</td>
<td>I have submitted the following documents to Kaplan Financial:</td>
</tr>
<tr>
<td>✔ Kaplan International Student Application Form</td>
<td>✔ Kaplan International Student Enrolment Form</td>
</tr>
<tr>
<td>✔ ICA Singapore Form 16 and V36 (Completed and signed)</td>
<td>✔ ICA Singapore Form 16 (Completed and signed)</td>
</tr>
<tr>
<td>✔ Two recent passport-sized photographs (WHITE background)</td>
<td>✔ Two recent passport-sized photographs (WHITE background)</td>
</tr>
<tr>
<td>✔ Student’s Passport (Photocopy)</td>
<td>✔ Student’s Passport (Photocopy)</td>
</tr>
<tr>
<td>✔ Student’s Birth Certificate (Certified true copy)</td>
<td>✔ Student’s Birth Certificate (Certified true copy)</td>
</tr>
<tr>
<td>✔ Student’s Official Educational Certificate (Certified true copy)</td>
<td>✔ Student’s Official Educational Certificate (Certified true copy)</td>
</tr>
<tr>
<td>✔ Transcripts (Certified true copy)</td>
<td>✔ Highest Qualification Certificates and Transcripts</td>
</tr>
<tr>
<td>✔ Banks statements deposit (advisable S$40,000) <em>(This is applicable for visa-required countries except Malaysia, Vietnam, Brunei, Indonesia)</em></td>
<td></td>
</tr>
<tr>
<td>✔ Student &amp; Parents’ Letter of Employment (if applicable)</td>
<td></td>
</tr>
<tr>
<td>✔ Student’s Marriage Certificate (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

Note: Official translation of documents is required if they are not in English Language.

All documents have to be submitted to Kaplan Learning Institute Pte Ltd at least 45 days before course commencement.

## Payment Information

### Telegraphic Transfer (TT) Information

- **Account Name:** Kaplan Learning Institute Pte Ltd
- **Account number:** 047-315650-001
- **Bank Name:** HK and Shanghai Banking Corp Ltd
- **Currency:** SGD
- **Country:** Singapore
- **Swift Code:** HSBCSGSG
- **Branch Name:** Collyer Quay Singapore
- **Product Type:** Current Account
- **Bank Address:** 21 Collyer Quay Level 1, HSBC Building, Singapore 049320

Note: For Telegraphic Transfer (TT) payment, please add additional S$30 for bank’s service charge from the total payment.

### Bankdraft

You may issue a cheque or bank draft payable to “Kaplan Learning Institute Pte Ltd”

Note: For cheque or bank draft payment, there is no additional bank charge.
**General:**
- Procedures on course withdrawal, transfer and refund policy can be found in Kaplan Learning Institute (KLI) Student Handbook and website.
- Registration with ACCA is the responsibility of the individual student.
- Enrolment and purchases will only be recognised upon receipt of payment.
- All course fees quoted are inclusive of GST unless otherwise stated and must be paid in full.
- All bona-fide students will receive a Kaplan Student Access Card.
- KLI reserves the right to vary, amend or discontinue any or all of the courses as it deems appropriate.

**Transfer Policy:**
- **Transfer of Classes:** After enrolment, any transfer of class will be subjected to seats availability. Transfer to class conducted by the same lecturer is subject to $20 admin fee; transfer to a class conducted by a different lecturer will be subjected to a $100 admin fee.
- **Transfer of Courses and Intakes:** Student who wish to transfer the course of study to a new intake must withdraw from the current course and the refund policy applies.

**Refund Policy:**
- There is strictly no refund allowed after course commencement date.
- There is no exchange of materials purchased with courses after course commencement date.

**Refunds for Withdrawal Without Cause:** Where students withdraw from the Course, KLI shall review after receiving the student’s written notice of withdrawal and refund to the Student within 7 working days, the following sums:

<table>
<thead>
<tr>
<th>% of (the amount of fees paid under Schedules B and C). Please refer to Student Contract.</th>
<th>If Student’s written notice of withdrawal is received</th>
</tr>
</thead>
<tbody>
<tr>
<td>80%</td>
<td>More than [60] days before the course commencement date</td>
</tr>
<tr>
<td>60%</td>
<td>Before, but not more than [60] days before the course commencement date</td>
</tr>
<tr>
<td>50%</td>
<td>Before, but not more than [29] days before the course commencement date</td>
</tr>
<tr>
<td>0%</td>
<td>On or after the course commencement date</td>
</tr>
</tbody>
</table>

**Refund During Cooling-Off Period:** KLI 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 of the fees already paid if the Student submits a written notice of withdrawal to the KLI 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 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.

**March/September Exam Sittings:** KLI withdrawal and refund policies will also apply to students who wish to withdraw from and refund for modules which they have successfully passed during the March or September exams.

**Non-Tuition Fees:** The following fees are non-refundable under any circumstances:
- New International Student Application fee
- Local Transfer Student Application fee
- Student Membership fees payable to ACCA
- Medical Insurance Premium (if Student Pass’s Application is rejected by Immigration and Checkpoint Authority (ICA), Medical Insurance Premium will be refunded)

**Withdrawal Without Cause:** KLI will review all written notice of withdrawal supported by relevant documents on a case-by-case basis within 4 weeks. KLI will consider the following as grounds for request to withdraw:
- Overseas assignments of more than 1 month with official letter from company
- Medical reasons certified by a Singapore registered doctor eg. hospitalisation
- Pregnancy certified by a Singapore registered doctor
- Reservist service of more than 1 month with official document
- Exemption granted by relevant institution

**Withdrawal/Refund Procedure:**
- Student must inform Programme Management in writing and complete a Course Withdrawal Form with reasons for withdrawal/ refund accompanied with relevant supporting documents.
- All requests for withdrawal/refund are subject to KLI’s approval.
- The student concerned will be informed of the final decision of the withdrawal application in writing within 4 weeks.
- Upon approval, student will be withdrawn from their course.
- Refund where applicable will be available within 7 working days from date of approval.
- Student will be required to collect the cheque personally from our Receptiion Counter. They will need to provide a letter of authorisation if they wish to authorise a third party to collect on their behalf.
- Student will need to sign on the Student Acknowledgement Checklist upon collection of the cheque/credit note.
- Where students have withdrawn/transfered from the course, material fees of $50 per course will be chargeable if student has collected the materials.
- Strictly no refund for any withdrawal or transfer of class on or after commencement of lessons for students who already have access to MyKaplan Account.

**Confidentiality Clause:** KLI shall treat all students’ particulars with the strictest confidence for legitimate purpose and will not disclose to external parties.

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All information contained in this brochure is accurate at time of print. Kaplan Learning Institute reserves the right to vary this information should the circumstances so require.