



REGISTERED
TUITION PROVIDER
CPA PROGRAM

10%
Discount

Available to both Local and
International Students. Refer to
Terms and Conditions section
for more information.

KAPLAN FINANCIAL
Part of Kaplan Learning Institute

Preparatory Course for CPA Program®

Enrolment Form
2019 Intakes
Full-Time Students

CPA Australia's Singapore Office
1 Raffles Place
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Singapore 048616
Telephone: +65 6671 6500
Fax: +65 6671 6550
Email: sg@cpaaustralia.com.au



As a Registered Tuition Provider in Singapore for the CPA Program®, we are committed to providing high quality tuition and learning experience support for students on their CPA® journey.

REGISTERED TUITION PROVIDER IN SINGAPORE FOR THE CPA PROGRAM®

As the longest-running provider in Singapore since 2011 and Registered Tuition Provider for the CPA Program®, we have been assessed based on CPA Australia's strict criteria and quality assurance in providing tuition support for students in the CPA Program®.

EXPERIENCED LECTURERS

With experienced lecturers, we believe in continuously empowering students in the CPA Program® in achieving their exam success. Since 2011, we have prepared more than **1,500 students** for their exams.

CPA PROGRAM® IMPORTANT DATES

For important dates to note in 2019, please visit:

<https://www.cpaaustralia.com.au/cpa-program/cpa-program-candidates/your-enrolment/important-dates-and-fees>



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more than
1,500 students

Terms & Conditions

- General:**
 - Procedures on course withdrawal, transfer and refund policy can be found in Kaplan Learning Institute (KLI) Student Handbook and website.
 - Registering with CPA Australia 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 discounts as it deems appropriate.
 - KLI reserves the right to vary or cancel any of the courses described or alter the composition of the relevant lecturing team, as well as the venue for lectures should the circumstances so require.
- Transfer Policy:**
 - Transfer of Classes:** After enrolment, any transfer of class will be subject to seat 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 subject 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:

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

- 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.
- Non-Refundable 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 CPA Australia
 - Computer-based examination fee for Kaplan Financial programme
 The following fees are non-refundable *after commencement of classes*:
 - Fee Protection Scheme Insurance
 - Medical Insurance Premium (If Student's Pass application is rejected by Immigration and Checkpoint Authority (ICA), Medical Insurance Premium will be refunded)
 - Supplementary Fee

- Exams Results Release:**
 - Transfer Period: 1 week before the course commencement date**
 - Upon the release of exam results, students who are enrolled in the Education and Revision Programme (Jan/Mar and Jul/Sep 2019 intake) will be eligible for a one-time transfer of papers.
 - If transfer within the same module (different papers), there will be no charge to student.
 - If transfer to a lower level module, KLI will process refund to students the difference in amount of course fees.
 - If transfer to a higher level module, students are required to pay the difference in amount of course fees.
- 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 Reception 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/transferred from the course, material fees of \$50 per course will be chargeable if student has collected the materials.
- Confidentiality Clause:** This information you have provided will be treated with the 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.
- For International Students:**

10% OFF course fees in 2019 with a minimum enrolment of 6 papers. Not applicable with other promotions.

NON-TUITION FEES

New International Application Fee	S\$ 672.00
Local Transfer Student Application Fee	S\$ 370.00
Fee Protection Scheme	Absorbed by Kaplan
Medical Insurance Fee (valid up to 1 year only)	S\$ 46.05

Supplementary Fee A fee of S\$180 per intake is compulsory for all Student's Pass holders. The supplementary fees include access to Kaplan e-Learning portal supported by Kaplan Singapore which will provide students with additional support during their study journey.

Tuition Package Discount New international students are required to sign up for the CPA program by package, which includes tuition classes of 12 papers. Continuing students must enrol a minimum of at least 3 papers each for tuition per intake.

All information contained in this brochure is accurate at time of print (August 2018). KLI reserves the right to vary this information should circumstances so require.

Kaplan Learning Institute Pte Ltd

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📘 [KaplanLearningInstitute](https://www.kaplanlearninginstitute.com) 🌐 kaplan.com.sg/kli



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Registered with Committee for Private Education (CPE), part of SkillsFuture Singapore (SSG).
UEN: 199701260K Validity: 20/05/2018 - 19/05/2022

Preparatory Course for CPA Program®

Foundation Level (12 sessions/36 hours per subject)				Professional Level (15 sessions/45 hours per subject)			
Course Fee	Mar	Sep		Course Fee	Jan	Jul	
Economics and Markets	S\$900.00	<input type="checkbox"/>	<input type="checkbox"/>	Ethics and Governance	S\$1200.00	<input type="checkbox"/>	<input type="checkbox"/>
Foundations of Accounting	S\$900.00	<input type="checkbox"/>	<input type="checkbox"/>	Strategic Management Accounting	S\$1200.00	<input type="checkbox"/>	<input type="checkbox"/>
Fundamentals of Business Law	S\$900.00	<input type="checkbox"/>	<input type="checkbox"/>	Financial Reporting	S\$1200.00	<input type="checkbox"/>	<input type="checkbox"/>
Business Finance	S\$900.00	<input type="checkbox"/>	<input type="checkbox"/>	Global Strategy and Leadership	S\$1200.00	<input type="checkbox"/>	<input type="checkbox"/>
Financial Accounting and Reporting	S\$900.00	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Audit and Assurance	S\$1200.00	<input type="checkbox"/>	<input type="checkbox"/>
Management Accounting	S\$900.00	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Taxation	S\$1200.00	<input type="checkbox"/>	<input type="checkbox"/>

Note: Above fees are in Singapore dollars and are inclusive of 7% GST. Kaplan Learning Institute reserves the right to adjust our fees based on prevailing GST Act.

2019 Enrolment Form

Are you an CPA® Australia registered student?

Yes, my CPA® Australia Registration No. is No, I am enrolling into this programme for purpose of self-development

Have you studied at Kaplan Learning Institute before? Yes No Referral (if any), please specify _____

Highest Qualification (please attach a photocopy of your highest qualification): _____

Name of Institution: _____

Country of Degree: Local Overseas

What subjects have you completed?

Economics and Markets Foundations of Accounting Fundamentals of Business Law Business Finance
 Financial Accounting and Reporting Management Accounting Ethics and Governance Strategic Management Accounting
 Financial Reporting Global Strategy and Leadership Advanced Audit and Assurance Advanced Taxation

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

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs						
Full Name as in Passport (Please underline surname)	<input type="text"/>						
Date of Birth (DD/MM/YY)	Day	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>	Gender
							<input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality	<input type="text"/>						
Passport No.	<input type="text"/>						
Address in Singapore	Blk	<input type="text"/>	Street Name	<input type="text"/>			Unit
							Postal Code
Company Name	<input type="text"/>						
Designation	<input type="text"/>						
Tel (Home) +65	<input type="text"/>			Tel (Mobile) +65	<input type="text"/>		
Email Address	<input type="text"/>						

Local contact in case of emergency (International Students):

Name	<input type="text"/>						
Tel (Home) +65	<input type="text"/>						
Applicant's Overseas Address	<input type="text"/>						
Tel (Home)	<input type="text"/>			Tel (Mobile) +65	<input type="text"/>		

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.

Student Access Card

I require one. I am an existing Kaplan Student Card holder.

Where did you hear about us?

Newspaper (please state): _____ Magazine Internet

Referral from a friend/colleague Others (please state): _____

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

Email SMS Phone

FOR OFFICE USE ONLY

Medical Insurance Fee:	\$	<input type="text"/>
Course Fee:	\$	<input type="text"/>
Supplementary Fee:	\$	<input type="text"/>
Receipt No:	<input type="text"/>	
Date:	<input type="text"/>	<input type="text"/>

Signature: _____ Date:

Attended by: _____