



REGISTERED
TUITION PROVIDER
CPA PROGRAM

10%
Discount

Enjoy 10% off when you
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KAPLAN FINANCIAL
Part of Kaplan Learning Institute

Preparatory Course for CPA Program®

Enrolment Form
2019 Intakes
Part-Time Students



SKILLSFUTURE STUDY AWARDS

CPA Australia® is pleased to announce that the CPA Program® now qualifies for the SkillsFuture Study Awards for the accountancy sector in Singapore.

About SkillsFuture Study Awards

The SkillsFuture Study Awards equip Singaporeans with the skills needed to benefit from quality jobs created by our economy. As Singapore continues our transition to an innovation-driven economy, new skills and competencies will be in demand. The Awards encourage the development and deepening of specialist skills needed by future economic growth sectors or in areas of demand. It also supports those who already have deep specialist skills to develop other competencies.

Who is it for?

The SkillsFuture Study Awards are for early to mid-career professionals who are committed to developing and deepening their skills in key sectors and have relevant working experience in such sectors.

How does it work?

You will receive a monetary award of **S\$5,000**, which you can use to defray out-of-pocket expenses associated with the course that you will be taking. It can also be used on top of existing government course fee subsidies. You do not need to serve a bond.

For more information about eligibility criteria and application process, please visit <https://www.cpaaustralia.com.au/cpa-program/skillsfuture-study-award>.

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>.

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
- Supplementary Fee
- **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.

All information contained in this brochure is accurate at time of print (October 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



REGISTERED
TUITION PROVIDER
CPA PROGRAM



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 (8 sessions/24 hours per subject)				Professional Level (8 sessions/24 hours per subject)			
Course	Course Fee	Mar	Sep	Course	Course Fee	Jan	Jul
Economics and Markets	S\$600.00	<input type="checkbox"/>	<input type="checkbox"/>	Ethics and Governance	S\$600.00	<input type="checkbox"/>	<input type="checkbox"/>
Foundations of Accounting	S\$600.00	<input type="checkbox"/>	<input type="checkbox"/>	Strategic Management Accounting	S\$600.00	<input type="checkbox"/>	<input type="checkbox"/>
Fundamentals of Business Law	S\$600.00	<input type="checkbox"/>	<input type="checkbox"/>	Financial Reporting	S\$600.00	<input type="checkbox"/>	<input type="checkbox"/>
Business Finance	S\$600.00	<input type="checkbox"/>	<input type="checkbox"/>	Global Strategy and Leadership	S\$600.00	<input type="checkbox"/>	<input type="checkbox"/>
Financial Accounting and Reporting	S\$600.00	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Audit and Assurance	S\$600.00	<input type="checkbox"/>	<input type="checkbox"/>
Management Accounting	S\$600.00	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Taxation	S\$600.00	<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 a 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="checkbox"/> Singaporean <input type="checkbox"/> PR NRIC No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
	<input type="checkbox"/> WP <input type="checkbox"/> EP <input type="checkbox"/> S <input type="checkbox"/> Others <input type="checkbox"/> FIN No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
For PR/WP/EP/S holder, please state	Passport No. <input type="text"/>	Nationality <input type="text"/>				
Address in Singapore	Blk <input type="text"/>	Street Name <input type="text"/>	Unit <input type="text"/>	Postal Code <input type="text"/>		
Company Name	<input type="text"/>					
Designation	<input type="text"/>					
Tel (Home) +65	<input type="text"/>	Tel (Mobile) +65	<input type="text"/>			
Tel (Office) +65	<input type="text"/>					
Email Address	<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.

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

Signature: _____ Date:

Attended by: _____