

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

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

For Students on SVP, LTVP, EP, WP and Dependent Pass:

- (1) 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/she has a valid pass to remain in Singapore during the course of his/her study. In cases where the student is required to obtain a Letter of Consent for full-time courses, Kaplan will facilitate accordingly and ultimate approval comes from the relevant authority.

- (2) In the event that the student does not have a valid pass to attend any part of the programme, 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 programme enrolled.

*** 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

***Not applicable to short and waived programmes**

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 have to be signed and dated before payment can be made.

SECTION D: SKILLSFUTURE CREDIT (SFC) AND SKILLS DEVELOPMENT FUND (SDF), IF APPLICABLE

***Not applicable to short and waived programmes**

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.
	In compliance with SkillsFuture Singapore's guidelines, students who utilise SkillsFuture Credit OR enrol in SSG-funded or CITREP-funded courses are not eligible for indirect rewards such as referral awards, lucky draws, gifts and vouchers. SkillsFuture Credit is non-transferrable and cannot be exchanged for cash, vouchers and gifts.

PRE-COURSE COUNSELLING FORM

SECTION E: FEE PROTECTION SCHEME AND STUDENT CONTRACT

***Not applicable to short and waived programmes**

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 the 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

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:

- i. It does not commence the Programme on the Programme Commencement Date;
- ii. It terminates the Programme before the Programme Commencement Date;
- iii. It does not complete the Programme by the Programme Completion Date;
- iv. It terminates the Programme before the Programme Completion Date;
- v. 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 is 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 .

****Course application fees are non-refundable** under any circumstances even if an application is either rejected or enrollment is cancelled.

SECTION H: CONFIDENTIALITY CLAUSE

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

SECTION I: DECLARATION

Staff/Agent: I hereby confirm that the above has 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 J: 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:

*In compliance with SkillsFuture Singapore's guidelines, students who utilise SkillsFuture Credit OR enrol in SSG-funded or CITREP-funded courses are not eligible for indirect rewards such as referral awards, lucky draws, gifts and vouchers. SkillsFuture Credit is non-transferrable and cannot be exchanged for cash, vouchers and gifts.

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