

ACCA/OXFORD BROOKES UNIVERSITY

July 2019 Enrolment Form

Are you an ACCA-registered student?

Yes, my ACCA Registration No. is

Have you completed all 9 subjects in the "Fundamental Level" programme? Yes No

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

Name of Institution: _____

10% off for all Kaplan ACCA students!

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 <input type="checkbox"/> WP <input type="checkbox"/> EP <input type="checkbox"/> S <input type="checkbox"/> Others	
Passport No.	<input type="text"/>	FIN No. <input type="text"/>
Address in Singapore	Blk <input type="text"/> Street Name <input type="text"/>	Unit <input type="text"/> Postal Code <input type="text"/>
Tel (Home) +65	<input type="text"/>	Tel (Mobile) +65 <input type="text"/>
Email Address	<input type="text"/>	
Disability/Special Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify _____	

Mode of Payment Cash Nets Visa/Mastercard/Amex Cheque No.
Payable to "Kaplan Learning Institute Pte Ltd"

ACCA/Oxford Brookes Course Fee - S\$900#

Lecturer: Mikki Ng

Programme	Class C1	Period 39
Tutorial 1 - Getting Started	27 July 2019 (Sat) 10.00am - 1.00pm	Latest date to complete the Professional Ethics module 25 September 2019
Tutorial 2 - Writing Your Research Report	7 September 2019 (Sat) 10.00am - 1.00pm	Earliest submission of RAP online to Oxford Brookes University 1 November 2019
Presentation	<input type="checkbox"/> 5 October 2019 (Sat) 10.00am - 1.00pm	Latest submission of RAP online to Oxford Brookes University 13 November 2019
	<input type="checkbox"/> 5 October 2019 (Sat) 2.00pm - 5.00pm	RAP and BSc Degree results release 25 March 2020
	<input type="checkbox"/> 7 October 2019 (Mon) 6.45pm - 9.45pm	Submission Fee (payable online when submitting project) £380
* Prices listed are inclusive of GST.		Please visit: https://www.accaglobal.com as dates and fees are subject to change by ACCA. * Information is accurate as at time of print (June 2019)

Declaration by Student: 1) I understand that 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 ALP. 2) I authorise Kaplan Admission Office to seek the necessary verification from the awarding institutions/universities with regard to my educational qualifications. 3) I authorise Kaplan Learning Institute to release my personal information to relevant institutes/agencies including but not limited to the Committee for Private Education (CPE), SkillsFuture Singapore (SSG), Ministry of Education (MOE), Personal Data Protection Commission (PDPC) and Institute of Banking and Finance Singapore (IBF Singapore) on matters relating to my course of study or funding application. 4) 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.
 Email SMS Phone

FOR OFFICE USE ONLY

Course Fee: \$

Receipt No:

CT Number:

Date:

Signature: _____ Date:

Attended by: _____

Assessment

The Research and Analysis Project (RAP) is the final component of the BSc Degree and consists of two separate documents:

- 7,500-word Research Report (RR) and a
- 2,000-word Skills and Learning Statement (SLS)

You are also required to present your project to your mentor. You have 3 attempts to pass the RAP. If you fail the RAP on three separate occasions, you will no longer be eligible to complete the BSc Degree. Please note that you can either submit the same project topic 3 times or 3 different RAPs.

Determination of Degree Class

The BSc Degree will be based on both:

- The ACCA average mark determined from the exam marks in the Fundamental Skills Papers (F4-F9)
- The grade achieved for the Research and Analysis Project (RAP)

You will be given one of three passing grades (A, B or C) or a fail grade (F) for the performance in the RR. You will be given either a "Pass" or "Fail" grade for the performance in the SLS.

Class of Degree

ACCA Average	Mark	First	Upper Second	Lower Second	Third
	68 or more	A, B, C	-	-	-
67	A, B	C	-	-	-
66	A	B, C	-	-	-
60 - 65	-	A, B, C	-	-	-
59	-	A, B	C	-	-
58	-	A	B, C	-	-
54 - 57	-	-	A, B, C	-	-
53	-	-	A, B	C	-
50 - 52	-	-	-	-	A, B, C

Terms & Conditions

General:

- Procedures on course withdrawal, transfer and refund policy can be found in the 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 confirmed 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 lecture venue, should the circumstances so require.

Deferment:

- Strictly no deferment and additional review of project if student did not submit their project during the period enrolled.
- Kaplan will not be responsible for students who fail to submit their project to OBU for the enrolled Period and they will have to re-enrol with Kaplan again for full Mentorship support.

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)	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

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 ACCA
- 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.
- 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:** 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 (June 2019). KLI reserves the right to vary this information should the circumstances so require.

Kaplan Learning Institute Pte Ltd

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