Revision





Preparatory Course for the Association of Chartered Certified Accountants (ACCA) Examination

Enrolment Form August 2019 Revision Intake

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.

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

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.ssg-wsg.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 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 ea. 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 (July 2019). KLI reserves the right to vary this information should the circumstances so require.

Kaplan Learning Institute Pte Ltd

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🚹 KaplanLearningInstitute 🔲 kaplan.com.sg/kli







Preparatory Course for ACCA Examination

Advanced Audit & Assurance

August 2019 Revision Intake Schedule

ACCA STRATEGIC PROFESSIONAL MODULE Paper/Subjects Lecturers No. of Sessions Course Fee SBLR-C1 Strategic Business Leader Marty Windle 6 S\$500 SBRR-C1 Strategic Business Reporting Irene Teng 6 S\$350

All lessons are 3 hours per session. SBRR-C1 and AAAR-C1 Mock Exam: 3 Hours SBLR-C1 Mock Exam: 4 Hours Mock Review: 2 Hours

AAAR-C1

Please refer to the Course Planner for more details. All prices are inclusive of 7% GST.

Note:

Please present your highest educational qualification for verification during enrolment.

Angela Mullany

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S\$350

Blended Learning Package: Revision Class + ACCA Live Online

ACCA STRATEGIC PROFESSIONAL MODULES					
	Paper/Subject	Blended Learning Package	Course Fee		
SBLR-C1	Strategic Business Leader		S\$1055		
SBRR-C1	Strategic Business Reporting	Revision Class + Mock Exam + Mock Review + ACCA Live Online	S\$805		
AAAR-C1	Advanced Audit & Assurance		S\$805		

What you will receive for ACCA Live Online

After enrolment confirmation, you will receive:



A confirmation email.

With details of your online lessons and a welcome brochure.



Individual link invitations to your Live Online lessons.

With tuition recordings for 4 sittings (approx. 1 year) and revision recordings for 2 sittings (approx. 6 months).



Invitation to the Live Online Discussion Forums.

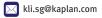
This is where you can interact with your tutors and other students. You can also find recordings of the online lessons once they have passed.



Study Text, ACCA Study Notes, Exam Kit and Pocket Notes.

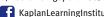
Kaplan Learning Institute Pte Ltd

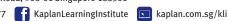
Kaplan City Campus @ PoMo, 1 Selegie Road, #06-01 Singapore 188306



Signature:

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ACCA August 2019 Revisi	on Intake			
Are you an ACCA-registered stu	ident?			
Yes, my ACCA Registration	on No. is			
No, I will register online	e before the stipulated deadline set by ACCA UK			
Have you studied at Kaplan Lea	rning Institute before? X Yes X No			
Highest Qualification (please att	ach a photocopy of your highest qualification):			
Name of Institution:				
Personal Information (all fie	lds MUST be completed in full and BLOCK letters)			
Title	Mr Miss Mrs			
Full Name as in Passport (Please underline surname)				
Date of Birth (DD/MM/YY)	Day: Month: Year: Gender Male Female			
	Singaporean PR NRIC No.			
Nationality	WP EP S Others FIN No.			
For Non-Singaporean/	Passport No.			
PR/WP/EP/S holder (please fill in your details on the right)	Nationality			
	Blk Street Name			
Address in Singapore	Unit Postal Code			
Company Name				
Designation				
Tel (Home) +65	Tel (Mobile) +65			
Tel (Office) +65				
Email Address				
Disability/Special Needs	Yes No If Yes, please specify			
Mode of Payment Cas	sh X Nets X Visa/Mastercard/Amex X Telegraphic Transfer X Cheque No.			
Where did you hear about us	Payable to "Kaplan Learning Institute Pte Ltd"			
Newspaper (please state)				
Referral from a friend/col	league Cothers (please state):			
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), Skills-Future 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. General Terms and Conditions: FOR OFFICE USE ONLY				
- ACCA Live Online Fees must be paid in full and are non-refundable Purchases will only be recognised upon receipt of payment All fees quoted includes GST unless otherwise stated.				
- Kaplan Learning Institute reserves the right to vary, amend or discontinue any or all of the discounts as it deems appropriate. Confidentiality Clause: Kaplan Learning Institute shall treat all students' particulars with the strictest confidence for legitimate purpose and will not disclose to external parties. Receipt No:				
I would like to receive information and/or marketing Product Disclaimer	CT Number:			
Kaplan Learning Institute Pte Ltd (hereby known as "as is" basis, without any warranties of any kind inc written information or advice given by Kaplan, its de	KAPLAN) is the official distributor in Singapore for the Kaplan Live Online product. The product is provided on an uding, but not limited to, any implied warranties of merchantability of fitness for any particular purpose. No oral or allers, distributors, agents or employees, shall create a warranty, or in any way increase the scope of this warranty, whice. Kaplan does not warrant, guarantee, or make any representations regarding the use or the results thereof,			
of the product or written materials in terms of corre	ctness, accuracy, reliability, currentness or otherwise, and the entire risk as to the results and performance of the vive, you and not Kaplan, or its dealers, distributors, agents or employees, assume the entire cost of all necessary			

Date: D D M M Y Y

Attended by: