

# Revision



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

### **Enrolment Form August 2019 Revision Intake**

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# 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](http://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 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 (July 2019). KLI reserves the right to vary this information should the circumstances so require.

## Kaplan Learning Institute Pte Ltd

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# Preparatory Course for ACCA Examination

## 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	<input type="checkbox"/>
SBRR-C1	Strategic Business Reporting	Irene Teng	6	S\$350	<input type="checkbox"/>
AAAR-C1	Advanced Audit & Assurance	Angela Mullany	6	S\$350	<input type="checkbox"/>

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

**Note:**  
 Please present your highest educational qualification for verification during enrolment.

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



## 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	<input type="checkbox"/>
SBRR-C1	Strategic Business Reporting	Revision Class + Mock Exam + Mock Review + ACCA Live Online	S\$805	<input type="checkbox"/>
AAAR-C1	Advanced Audit & Assurance		S\$805	<input type="checkbox"/>

## 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.**

Enjoy greater savings when you enrol for the Blended Learning Package to prepare for your exams!

**ACCA August 2019 Revision Intake**

Are you an ACCA-registered student?

Yes, my ACCA Registration No. is

**No, I will register online before the stipulated deadline set by ACCA UK**

Have you studied at Kaplan Learning Institute before?  Yes  No

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

Name of Institution: \_\_\_\_\_

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

<b>Title</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs		
<b>Full Name as in Passport</b> (Please underline surname)	<input type="text"/>		
<b>Date of Birth (DD/MM/YY)</b>	Day: <input type="text"/>	Month: <input type="text"/>	Year: <input type="text"/>
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female		
<b>Nationality</b>	<input type="checkbox"/> Singaporean <input type="checkbox"/> PR NRIC No. <input type="text"/> <input type="checkbox"/> WP <input type="checkbox"/> EP <input type="checkbox"/> S <input type="checkbox"/> Others FIN No. <input type="text"/>		
<b>For Non-Singaporean/ PR/WP/EP/S holder</b> (please fill in your details on the right)	Passport No. <input type="text"/> Nationality <input type="text"/>		
<b>Address in Singapore</b>	Blk <input type="text"/> Street Name <input type="text"/> <input type="text"/> Unit <input type="text"/> Postal Code <input type="text"/>		
<b>Company Name</b>	<input type="text"/>		
<b>Designation</b>	<input type="text"/>		
<b>Tel (Home) +65</b>	<input type="text"/>	<b>Tel (Mobile) +65</b>	<input type="text"/>
<b>Tel (Office) +65</b>	<input type="text"/>		
<b>Email Address</b>	<input type="text"/>		
<b>Disability/Special Needs</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify _____		

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

**Where did you hear about us?**

Newspaper (please state): \_\_\_\_\_  Magazine  Internet  
 Referral from a friend/colleague  Others (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), SkillsFuture Singapore (SSG), Ministry of Education (MOE), Personal Data Protection Commission (PDPO) 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:**

- 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. Technical Support: Students can contact the UK Customer Support Team at +44 16 1259 0259 or email liveonline@kaplan.co.uk

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

**Product Disclaimer**

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**FOR OFFICE USE ONLY**

Course Fee:	\$ <input type="text"/>
Receipt No:	<input type="text"/>
CT Number:	<input type="text"/>
Date:	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y

Signature: \_\_\_\_\_

Date:

Attended by: \_\_\_\_\_