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

Enrolment Form
November 2019 Revision Intake
**General:**
- Procedures on course withdrawal, transfer and refund policy can be found in the Kaplan Higher Education Academy (KHEA) 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.
- KHEA reserves the right to vary, amend or discontinue any of the discounts as it deems appropriate.
- KHEA 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 lectures 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: Students 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, KHEA shall review after receiving the student's written notice of withdrawal and refund to them within 7 working days, the following sums:

<table>
<thead>
<tr>
<th>% of the amount of fees paid</th>
<th>If Student's written notice of withdrawal is received</th>
</tr>
</thead>
<tbody>
<tr>
<td>80%</td>
<td>More than [60] days before the course commencement date</td>
</tr>
<tr>
<td>60%</td>
<td>Before, but not more than [60] days before the course commencement date</td>
</tr>
<tr>
<td>50%</td>
<td>Before, but not more than [29] days before the course commencement date</td>
</tr>
<tr>
<td>0%</td>
<td>On or after the course commencement date</td>
</tr>
</tbody>
</table>

**March/September Exam Sittings:** KHEA withdrawal and refund policies will also apply to students who seek to withdraw from and refund for modules which they have successfully passed during the March or September exams.

**Non-Refundable Fees:** The following fees are non-refundable under any circumstances:
- New International Student Application Fee
- Student Membership fees payable to ACCA

**Withdrawal Without Cause:** KHEA will review all written notice of withdrawal supported by relevant documents on a case-by-case basis within 4 weeks. KHEA will consider the following as grounds for request to withdraw:
  1. Overseas assignments of more than 1 month with official letter from company
  2. Medical reasons certified by a Singapore-registered doctor eg. hospitalisation
  3. Pregnancy certified by a Singapore-registered doctor
  4. Reservist service of more than 1 month with official document
  5. 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 KHEA'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.
- 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.
# November 2019 Revision Intake Schedule

## ACCA Applied Knowledge Module / Diploma in Accounting & Business (RQF Level 4)

<table>
<thead>
<tr>
<th>Paper/Subjects</th>
<th>Lecturers</th>
<th>No. of Sessions</th>
<th>Course Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR-C1 Accountant in Business</td>
<td>Monaliza Swatan</td>
<td>5</td>
<td>$215</td>
<td></td>
</tr>
<tr>
<td>MAR-C1 Management Accounting</td>
<td>Mikki Ng</td>
<td>5</td>
<td>$215</td>
<td></td>
</tr>
<tr>
<td>FAR-C1 Financial Accounting</td>
<td>Lin Hui Yee</td>
<td>5</td>
<td>$215</td>
<td></td>
</tr>
</tbody>
</table>

## ACCA Applied Skills Module

<table>
<thead>
<tr>
<th>Paper/Subjects</th>
<th>Lecturers</th>
<th>No. of Sessions</th>
<th>Course Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LWR-C1 Corporate &amp; Business Law</td>
<td>Mohd Malik</td>
<td>6</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td>PMR-C1 Performance Management</td>
<td>Vandana Khialani</td>
<td>6</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td>TXR-C1 Taxation</td>
<td>Yeo Slow Pin</td>
<td>6</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td>FRR-C1 Financial Reporting</td>
<td>Yeo Ai Ling</td>
<td>6</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td>AAR-C1 Audit &amp; Assurance</td>
<td>Yang Xiaoqi</td>
<td>6</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td>FMR-C1 Financial Management</td>
<td>Kelly Ngo</td>
<td>6</td>
<td>$350</td>
<td></td>
</tr>
</tbody>
</table>

## ACCA Strategic Professional Module

<table>
<thead>
<tr>
<th>Paper/Subjects</th>
<th>Lecturers</th>
<th>No. of Sessions</th>
<th>Course Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SBLR-C1 Strategic Business Leader</td>
<td>Marty Windle</td>
<td>6</td>
<td>$600</td>
<td></td>
</tr>
<tr>
<td>SBRR-C1 Strategic Business Reporting</td>
<td>Yeo Ai Ling</td>
<td>6</td>
<td>$410</td>
<td></td>
</tr>
<tr>
<td>AFMR-C1 Advanced Financial Management</td>
<td>Irwin Loh</td>
<td>6</td>
<td>$410</td>
<td></td>
</tr>
<tr>
<td>APMR-C1 Advanced Performance Management</td>
<td>Elizabeth Ng</td>
<td>6</td>
<td>$410</td>
<td></td>
</tr>
<tr>
<td>ATXR-C1 Advanced Taxation</td>
<td>Lee Yuet Lai</td>
<td>6</td>
<td>$410</td>
<td></td>
</tr>
<tr>
<td>AAAR-C1 Advanced Audit &amp; Assurance</td>
<td>Wildy Chia</td>
<td>6</td>
<td>$410</td>
<td></td>
</tr>
</tbody>
</table>

All lessons are 3 hours per session.

**Session 1** - AM 8.30am - 11.30am
**Session 2** - PM 12.00pm - 3.00pm
**Session 3** - PM 3.15pm - 6.15pm
**Session 4** - EVE 6.45pm - 9.45pm

Please refer to the Course Planner for more details.

All prices are inclusive of 7% GST.

# Early Bird Discount

Early bird discount of up to 25% is available to students who enrol by **26 October 2019**.

### Single Intake Enrolment

<table>
<thead>
<tr>
<th>November 2019 Intake</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 paper</td>
<td>5%</td>
</tr>
<tr>
<td>2 papers</td>
<td>15%</td>
</tr>
<tr>
<td>3 papers</td>
<td>20%</td>
</tr>
</tbody>
</table>

### Simultaneous Intake Promotion*

<table>
<thead>
<tr>
<th>July and November 2019 Intake</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 paper + 1 revision paper</td>
<td>10%</td>
</tr>
<tr>
<td>2 papers + 2 revision papers</td>
<td>20%</td>
</tr>
<tr>
<td>3 papers + 3 revision papers</td>
<td>25%</td>
</tr>
</tbody>
</table>

*Simultaneous Intake Promotion cannot be used in conjunction with early bird discount.

# Student to Note:

Please present your highest educational qualification certificate for verification during enrolment.

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All information contained in this brochure is accurate at time of print (September 2019). KHEA reserves the right to vary this information should the circumstances so require.
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 Higher Education Academy 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)

Title
- Mr
- Miss
- Mrs

Full Name as in Passport (Please underline surname)

Date of Birth (DD/MM/YY)
- Day: __________
- Month: __________
- Year: __________

Gender
- Male
- Female

Nationality
- Singaporean
- PR
- NRIC No. ____________________________
- WP
- EP
- S
- Others ____________________________
- FIN No. ____________________________

For PR/EP/S holder, please state

Passport No. ____________________________

Nationality ____________________________

Address in Singapore

Blk ________ Street Name ____________________________

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
- Cash
- Nets
- Visa/Mastercard/Amex
- Telegraphic Transfer
- Cheque No. ____________________________

Payable to “Kaplan Higher Education Academy Pte Ltd”

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: ____________________________

Receipt No: ____________________________

CT Number: ____________________________

Date: ____________________________

Signature: ____________________________

Date: D D M M Y Y

Attended by: ____________________________

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