International

Foundations in Accountancy (FIA) Suite

Enrolment Form
September 2019 Intake
for International Students
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 courses 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 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, KLI 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 under Schedules B and C), Please refer to Student Contract</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>

- 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 they submit a written notice of withdrawal to the KLI within the cooling-off period, regardless of whether they have started the course or not. In the event that a student wishes to withdraw from the programme, the application fee and 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 Industry-Wide Coverage and refund policy, please refer to www.ssg-wsg.gov.sg.

- March/September Exam Sittings: KLI 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
  - 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:
- Industry-Wide Coverage insurance
- Medical Insurance Premium (if Student’s Pass Application is rejected by Immigration and Checkpoint Authority (ICA), Medical Insurance Premium will be refunded)
- 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
g. 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.
  - 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.
Foundations in Accountancy (FIA) Suite
September 2019 Intake Schedule

<table>
<thead>
<tr>
<th>FIA September 2019</th>
<th>Full-time Tuition (Day Classes)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sessions</strong></td>
<td>Fees</td>
</tr>
<tr>
<td><strong>DIPLOMA IN FINANCIAL AND MANAGEMENT ACCOUNTING (RQF LEVEL 2)</strong></td>
<td></td>
</tr>
<tr>
<td>FA1</td>
<td>13</td>
</tr>
<tr>
<td>MA1</td>
<td>13</td>
</tr>
<tr>
<td><strong>DIPLOMA IN FINANCIAL AND MANAGEMENT ACCOUNTING (RQF LEVEL 3)</strong></td>
<td></td>
</tr>
<tr>
<td>FA2</td>
<td>18</td>
</tr>
<tr>
<td>MA2</td>
<td>18</td>
</tr>
<tr>
<td><strong>DIPLOMA IN ACCOUNTING AND BUSINESS (RQF LEVEL 4)</strong></td>
<td></td>
</tr>
<tr>
<td>FAB</td>
<td>20</td>
</tr>
<tr>
<td>FMA</td>
<td>20</td>
</tr>
<tr>
<td>FFA</td>
<td>20</td>
</tr>
<tr>
<td><strong>Early Bird Discount</strong></td>
<td></td>
</tr>
<tr>
<td><em>Inclusive of Revision sessions.</em></td>
<td></td>
</tr>
</tbody>
</table>

May 2020 Revision Intake

| DIPLOMA IN ACCOUNTING AND BUSINESS (RQF LEVEL 4) | | |
|-------------------|-----------------|
| **Sessions**      | Fees   | Lecturers |
| FABR-C1 Accountant in Business | 5     | $215      | TBA      |
| FMAR-C1 Management Accounting | 5     | $215      | TBA      |
| FFAR-C1 Financial Accounting | 5     | $215      | TBA      |
| **CBE Fees 2019** | | |
| | Fees (Non-Kaplan Student) | Fees (Kaplan Student) |
| FA1, MA1, FA2, MA2 | $220 | $198 |
| FAB, FMA, FFA, AB, MA, FA | $260 | $234 |
| LW (English/Global Variant) | $320 | $288 |

Duration of CBE is two hours. Registered students will receive the confirmation letter via email within one to two weeks before exam date. Please note that the confirmed exam time slot will be assigned by Kaplan Learning Institute (KLI). The registration of CBE will only begin two months before March/June/September/December exam session.

Non-Tuition Fees

- New International Application Fee: $672.00
- Local Transfer Student Application Fee: $370.00
- Industry Wide Coverage: Absorbed by Kaplan
- Medical Insurance Fee (valid up to 1 year only): $46.05

Early Bird Discount

Early bird discounts are available to New students who enrol by 17 August 2019.

FIA Course Materials

Students who enrol for the September 2019 intake will receive specially prepared Supplementary Notes, Study Texts and Exam Kits.

All information contained in this brochure is accurate at time of print (August 2019). KLI reserves the right to vary this information should the circumstances so require.
Are you an FIA-registered student?  
- Yes, my FIA 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)

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
__________________________________________________________________________

Passport No.  
__________________________________________________________________________

FIN No.  
__________________________________________________________________________

Address in Singapore  
Blk ______ Street Name ______ Unit ______ Postal Code ______

Applicant’s Overseas Address
__________________________________________________________________________

Tel (Home) +65 __________________________  
Tel (Mobile) +65 __________________________

Email Address
__________________________________________________________________________

Disability/Special Needs  
- [ ] Yes  
- [ ] No  
- If Yes, please specify _____________________________________________________________

Local contact in case of emergency:

Name
__________________________________________________________________________

Tel (with country and local area code)
__________________________________________________________________________

Tel (Home) +65 __________________________  
Tel (Mobile) +65 __________________________

Mode of Payment  
- [ ] Cash  
- [ ] Nets  
- [ ] Visa/Mastercard/Amex  
- [ ] Telegraphic Transfer  
- [ ] Cheque No. __________________________

Payable to “Kaplan Learning Institute Pte Ltd”

Industry-Wide Coverage (IWC)
- [ ] I am fully aware that I am required to opt in for IWC.

Medical Insurance Coverage
- [ ] I am fully aware that I am required to purchase medical insurance coverage.

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

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 institutions/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.

Signature: ___________________________________________  
Date: __________________________

Attended by: ____________________________

FOR OFFICE USE ONLY

Medical Insurance Fee: __________________________

Course Fee: __________________________

Supplementary Fee: __________________________

Receipt No: __________________________

CT Number: __________________________

Date: __________________________

Kaplan Learning Institute Pte Ltd
Kaplan City Campus @ PoMo 1 Selegie Road, #06-01 Singapore 188306
kli.sg@kaplan.com  6733 1877
KaplanLearningInstitute kaplan.com.sg/kli