

Course Factsheet

(For Domestic Students)



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

Course Schedule

ACCA July 2020	Full-time Tuition					Part-time Tuition				
	Sessions	Fees	Lecturers	Full-time (Day Classes)		Sessions	Fees	Lecturers	Part-time (Evening Classes)	
APPLIED KNOWLEDGE MODULE										
Accountant in Business (AB)	20	\$700	Yuen Yuen	Tue/Thu	C1-AM - Session 1	20	\$700	Monaliza Swatan	Wed	C2 Eve
Management Accounting (MA)	20	\$700	Yang Xiaoqi	Mon/Fri	C1-PM - Session 2	20	\$700	Mikki Ng	Tue	C2 Eve
Financial Accounting (FA)	20	\$700	Lin Hui Yee	Mon/Wed	C1-AM - Session 1	20	\$700	Monaliza Swatan	Mon	C2 Eve
APPLIED SKILLS MODULE										
Corporate & Business Law (LW)*	20	\$760	Kweh Soon Han	Mon/Thu	C1-PM - Session 3	20	\$760	Nandakumar Chinnatamby	Thu	C2 Eve
Performance Management (PM)	20	\$760	Vandana Khialani	Mon/Tue	C1-PM - Session 2	20	\$760	Vandana Khialani	Fri	C2 Eve
Taxation (TX)*	20	\$760	Yeo Siow Pin	Tue Fri	C1-PM - Session 3 C1-PM - Session 2	20	\$760	Joanna Cheong	Mon	C2 Eve
Financial Reporting (FR)	20	\$760	Irene Teng	Wed/Thu	C1-PM - Session 3	20	\$760	Yeo Ai Ling	Tue	C2 Eve
Audit and Assurance (AA)	20	\$760	Yang Xiaoqi	Mon Wed	C1-PM - Session 3 C1-PM - Session 2	20	\$760	Yang Xiaoqi	Wed	C2 Eve
Financial Management (FM)	20	\$760	Kelly Ngo	Mon/Fri	C1-AM - Session 1	20	\$760	Irwin Luo	Fri	C2 Eve
STRATEGIC PROFESSIONAL MODULE										
Strategic Business Leader (SBL)	25	\$1,400	Martin Windle	Mon/Fri	C1-PM - Session 2	25	\$1,400	Martin Windle	Mon	C2 Eve
Strategic Business Reporting (SBR)	20	\$850	Yeo Ai Ling	Tue Thu	C1-PM - Session 3 C1-PM - Session 2	20	\$850	Irene Teng	Thu	C2 Eve
OPTIONS MODULE (Choose 2 from 4)										
Advanced Financial Management (AFM)	20	\$850	June Neo	Wed/Fri	C1-PM - Session 3	20	\$850	Irwin Luo	Wed	C2 Eve
Advanced Performance Management (APM)						20	\$850	Elizabeth Ng	Fri	C1 Eve
Advanced Taxation (ATX)*	20	\$850	Lee Yuet Lai	Mon Fri	C1-PM - Session 3 C1-AM - Session 1	20	\$850	Lee Yuet Lai	Mon	C2 Eve
Advanced Audit and Assurance (AAA)	20	\$850	Yang Xiaoqi	Tue Thu	C1-PM - Session 2 C1-PM - Session 3	20	\$850	Angela Mullany	Tue	C2 Eve

Note: The 19th session is a mock exam and 20th session is a mock review (does not apply to SBL).
*MyKaplan online resources are not available for Singapore Variant Papers LW, TX & ATX.

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.
 Kaplan Higher Education Academy reserves the right to adjust our fees based on the prevailing GST Act.

ACCA Course Materials

Students will receive specially prepared Supplementary Notes, Study Texts and Exam Kits when they enrol for this intake.

Resit Candidates who received the **20% discount** will not be receiving the Study Texts and Exam Kits.

Discount Scheme

Early bird discount of up to 25% is available to students who enrol by **30 June 2020**.

Single Intake Enrolment			Simultaneous Intake Promotion*	
July 2020 Intake	Discount		July and November 2020 Intake	Discount
	Public	Resit Candidates**		
1 paper	5%	20%	1 paper + 1 revision paper	10%
2 papers	15%	20%	2 papers + 2 revision papers	20%
3 papers	20%	20%	3 papers + 3 revision papers	25%

* Simultaneous Intake Promotion cannot be used in conjunction with early bird discount. The refund amount will be based on the actual course fee amount paid (after taking into consideration any discount schemes applied to the course fee) for students that withdraw from the simultaneous intake promotion. Refund amount will also be based on the refund and withdrawal policy.

**Local ACCA Kaplan and non-Kaplan students who wish to resit for the next examinations are eligible for a 20% discount upon submission of their past examination results. These discounts cannot be used in conjunction with other discounts and promotions.

Additional Documents Required For Registration:

- If you have an ACCA membership number, you are required to either login to the ACCA portal at the enrolment counter OR bring along a printout of the first landing page upon login to certify the authenticity of your ACCA membership number.
- If you do not have an ACCA membership number, you are required to bring along your original highest educational qualification certificate and transcripts for verification during enrolment.

General:

- Procedures on course withdrawal, transfer and refund policy can be found in the Kaplan Higher Education Academy (KHEA) Pte Ltd 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 or all 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 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 a class conducted by the same lecturer is subject to a S\$20 admin fee; transfer to a class conducted by a different lecturer will be subject to a S\$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:

% of the amount of fees paid under Schedules B and C (Please refer to Student Contract)	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:

KHEA 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 KHEA 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 course, 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 Fee Protection Scheme and refund policy, please refer to www.ssg-wsg.gov.sg

March/September Exam Sitings:

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

The following fees are non-refundable after commencement of classes:

- New International Student Administration Fee
- Existing International Student Administration Fee

Exams Results Release:

Transfer Period: 13 July 2020 - 17 July 2020

- Upon the release of exam results on 13 July 2020, students who are enrolled in the Education and Revision Courses (July and November 2020 intake) will be eligible for a one-time transfer of papers.
- If transferring within the same module (different papers), there will be no charge to student.
- If transferring to a lower level module, KHEA will process refunds to students of the difference in the amount of course fees.
- If transferring to a higher level module, students are required to pay the difference in the amount of course fees.

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:

- 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 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 a 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/about/privacy-policy/>. By signing this form, you give consent to our use of your information.