

# Course Factsheet

(For Revision Students)



## Preparatory Course for ACCA Examination/ Diploma in Accounting and Business

### Course Schedule

ACCA November 2020		Revision		
Paper/Subjects	Lecturers	No. of Sessions	Course Fee	
<b>ACCA APPLIED KNOWLEDGE MODULE / DIPLOMA IN ACCOUNTING &amp; BUSINESS (RQF LEVEL 4)</b>				
ABR-C1	Accountant in Business	Monaliza Swatan	5	\$215
MAR-C1	Management Accounting	Mikki Ng	5	\$215
FAR-C1	Financial Accounting	Lin Hui Yee	5	\$215
<b>ACCA APPLIED SKILLS MODULE</b>				
LWR-C1	Corporate & Business Law	Nandakumar Chinnatamby	6	\$360
PMR-C1	Performance Management	Vandana Khialani	6	\$360
TXR-C1	Taxation	Joanna Cheong	6	\$360
FRR-C1	Financial Reporting	Yeo Ai Ling	6	\$360
AAR-C1	Audit and Assurance	Yang Xiaoqi	6	\$360
FMR-C1	Financial Management	Irwin Luo	6	\$360
<b>ACCA STRATEGIC PROFESSIONAL MODULE</b>				
SBLR-C1	Strategic Business Leader	Martin Windle	6	\$600
SBRR-C1	Strategic Business Reporting	Yeo Ai Ling	6	\$420
AFMR-C1	Advanced Financial Management	Irwin Luo	6	\$420
APMR-C1	Advanced Performance Management	Elizabeth Ng	6	\$420
ATXR-C1	Advanced Taxation	Lee Yuet Lai	6	\$420
AAAR-C1	Advanced Audit and Assurance	Yang Xiaoqi	6	\$420

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.

### Discount Scheme

Early bird discount of up to 25% is available to students who enrol by **17 October 2020**.

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

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

## 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	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

### 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
- New International Student Administration Fee
- Existing International Student Administration 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:

- 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.