

KHEA – Professional Certification Programme

Student Application Form (Existing/Upgrader International Students only)

Photograph

*(Please use superglue
or double sided tape to
stick the photo)*

Student's Name: _____

CT Number: _____

Intake Year: _____

Documents to submit together with this form:

1. Passport photocopy (International students)
2. Photocopy of current Student's Pass (International students)
3. Results/Transcripts of last preceding course
4. 1 coloured passport photograph

The complete application package should be returned to: **Kaplan Higher Education Academy Pte Ltd**
Kaplan City Campus @ Wilkie Edge, 8 Wilkie Road, #02-01, Singapore 228095
OR SCANNED and EMAILED to contact.sg@kaplan.com and the respective **Country Manager/Course Consultant**.

Current/Graduated Programme Name and Intake: _____

Current/Graduated Programme Date of Completion: _____

Preparatory Course for the Association of Chartered Certified Accountants (ACCA) Examination – Certified Accounting Technician - Foundations in Accountancy (FIA) Suite <i>International students are required to sign up for FIA/ACCA Programme by package, which includes at least 3 papers each for tuition and the respective Revision classes per intake.</i>	Intake	
ACCA Diploma in Financial and Management Accounting (RQF Level 2) <input type="checkbox"/> FA1 Recording Financial Transactions <input type="checkbox"/> MA1 Management Information ACCA Diploma in Financial and Management Accounting (RQF Level 3) <input type="checkbox"/> FA2 Maintaining Financial Records <input type="checkbox"/> MA2 Managing Costs and Finance ACCA Diploma in Accounting and Business (RQF Level 4) Tuition: <input type="checkbox"/> FAB Accountant in Business <input type="checkbox"/> FMA Management Accounting <input type="checkbox"/> FFA Financial Accounting Revision: <input type="checkbox"/> FABR Accountant in Business <input type="checkbox"/> FMAR Management Accounting <input type="checkbox"/> FFAR Financial Accounting	<input type="checkbox"/> Jan <input type="checkbox"/> Mar <input type="checkbox"/> Jul <input type="checkbox"/> Sep	Tuition: <input type="checkbox"/> Jan <input type="checkbox"/> Jul Revision: <input type="checkbox"/> May <input type="checkbox"/> Nov

Preparatory Course for the Association of Chartered Certified Accountants (ACCA) Examination		Intake	
Tuition: Applied Knowledge Module <input type="checkbox"/> AB Accountant in Business <input type="checkbox"/> MA Management Accounting <input type="checkbox"/> FA Financial Accounting Applied Skills Module <input type="checkbox"/> LW [^] Corporate & Business Law <input type="checkbox"/> PM Performance Management <input type="checkbox"/> TX [^] Taxation <input type="checkbox"/> FR Financial Reporting <input type="checkbox"/> AA Audit and Assurance <input type="checkbox"/> FM Financial Management Strategic Professional Module <input type="checkbox"/> SBL Strategic Business Leader <input type="checkbox"/> SBR Strategic Business Reporting Options Module (Choose 2 from 4) <input type="checkbox"/> AFM Advanced Financial Management <input type="checkbox"/> APM Advanced Performance Management <input type="checkbox"/> ATX [^] Advanced Taxation <input type="checkbox"/> AAA Advanced Audit & Assurance	Revision: Applied Knowledge Module <input type="checkbox"/> ABR Accountant in Business <input type="checkbox"/> MAR Management Accounting <input type="checkbox"/> FAR Financial Accounting Applied Skills Module <input type="checkbox"/> LWR [^] Corporate & Business Law <input type="checkbox"/> PMR Performance Management <input type="checkbox"/> TXR [^] Taxation <input type="checkbox"/> FRR Financial Reporting <input type="checkbox"/> AAR Audit and Assurance <input type="checkbox"/> FMR Financial Management Strategic Professional Module <input type="checkbox"/> SBLR Strategic Business Leader <input type="checkbox"/> SBRR Strategic Business Reporting Options Module (Choose 2 from 4) <input type="checkbox"/> AFMR Advanced Financial Management <input type="checkbox"/> APMR Advanced Performance Management <input type="checkbox"/> ATXR [^] Advanced Taxation <input type="checkbox"/> AAAR Advanced Audit & Assurance	Tuition: <input type="checkbox"/> Jan <input type="checkbox"/> Jul	Revision: <input type="checkbox"/> May <input type="checkbox"/> Nov

[^]Singapore variant papers

Preparatory Course for CPA Program®		Intake
Foundation Exams <input type="checkbox"/> Economics and Markets <input type="checkbox"/> Foundations of Accounting <input type="checkbox"/> Fundamentals of Business Law <input type="checkbox"/> Business Finance <input type="checkbox"/> Financial Accounting and Reporting <input type="checkbox"/> Management Accounting	CPA Program® <input type="checkbox"/> Ethics and Governance <input type="checkbox"/> Strategic Management Accounting <input type="checkbox"/> Financial Reporting <input type="checkbox"/> Global Strategy and Leadership <input type="checkbox"/> Advanced Audit and Assurance <input type="checkbox"/> Financial Risk Management	<input type="checkbox"/> Feb <input type="checkbox"/> Jul/Aug

Please note that incomplete information for any of the fields below will result in a delay in processing of this application.

1. Personal Details

Name in English as in Passport/Identity Card (Underline Surname)			Name in Chinese (If applicable)	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Race
				Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married	Religion
Birth Certificate No.	Date of Birth (DD/MM/YY)	Age	Passport No.	FIN No. (If applicable)	Nationality
Home Country Address				Home Country Tel No.	Mobile No.
Email Address					
Singapore Address				Singapore Tel No.	Singapore Mobile No.
Name of Emergency Contact Person (Immediate family members only)				Relationship	Contact No.
Disability/Special Needs (if yes, please specify)					
<input type="checkbox"/> Yes _____ <input type="checkbox"/> No					

All official contract and important notifications will be sent to the parent's email address originally registered in Kaplan Student Service (KSS) system. Please notify Kaplan should there be any change to the parent/legal guardian contact details.

2. 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.

3. Refund Policy

- Refund for Withdrawal Due to Non-Delivery of Course:
The PEI will notify the Student within three (3) working days upon knowledge of any of the following:
 - It does not commence the course on the Course Commencement Date;
 - It terminates the Course before the Course Commencement Date;
 - It does not complete the Course by the Course Completion Date;
 - It terminates the Course before the Course Completion Date;
 - It has not ensured that the Student meets the Course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
 - The Student's Pass Application is rejected by the Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid, should the Student decide to withdraw, within seven (7) working days of the above notice.

% of the amount of fees paid under schedules B and C	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 for Withdrawal Due to Other Reasons:
If the Student withdraws from the course for any reasons other than those stated in (i) to (vi), the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the refund table.
- Refund During Cooling-Off Period:
The PEI 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 (stated in the refund table) of the fees already paid if they submit a written notice of withdrawal to the PEI 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 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 <https://www.ssg.gov.sg/cpe/pei.html>

4. Pre-Course Counselling Checklist

I confirm I have been advised on/provided information of the following. Please tick (✓) or indicate "NA" if not applicable, in the box next to each item.

SECTION A: PROGRAMME & SCHOOL INFORMATION	
	School Information - Kaplan Higher Education Academy location, campus facilities and infrastructure, and accreditation
	Course Information - Name of award, Awarding Body, Course Structure, Intake, Course Duration, Outlines
	Entry requirement, including requirement to complete the bridging modules or Extended Induction Programme (EIP) based on the admissions decision (where applicable)
	Counselling and Student Support service available
SECTION B: INTERNATIONAL STUDENT	
	Student's Pass application, procedures and documents required as well as the rules & regulations governing the issuance of a Student's Pass.
	Advice on medical check-up, etc.
	Advice on personal and medical insurance
	Information on Singapore - relevant immigration rules and relevant laws of Singapore
SECTION C: FEES PAYABLE AND PAYMENT METHODS	
	The tuition fees, non-tuition fees and any other relevant fees payable to Kaplan Higher Education Academy.
	The payment modes and methods acceptable by Kaplan Higher Education Academy, including available instalment schemes where applicable, and that all payments must be made to Kaplan Higher Education Academy only.
	Advisory Note and Student Contract has to be signed and dated before payment can be made.
SECTION D: FEE PROTECTION SCHEME AND STUDENT CONTRACT	
	The Fee Protection Scheme (FPS) that Kaplan Higher Education Academy has in place for students.
	Both local and international students enrolled into Kaplan are covered under Lonpac Insurance. The scheme covers course fees excluding GST.
	The Terms & Conditions stated in the Student Contract have been explained and fully understood by the student.
SECTION E: MEDICAL INSURANCE DECLARATION	
	Student has been briefed on the Medical Insurance.
SECTION F: COMMITTEE FOR PRIVATE EDUCATION (CPE) IS PART OF SKILLSFUTURE SINGAPORE (SSG)	
	Established under the Private Education Act, CPE is a statutory board empowered with the legislative power to regulate the private education sector. In addition to its role as the sectoral regulator of private education institutions, the Committee facilitates capability development efforts to uplift standards in the local private education industry. For more information, please visit the CPE website at www.cpe.gov.sg
SECTION G: WITHDRAWAL/REFUND/TRANSFER POLICY AND PROCEDURE	
	Kaplan Higher Education Academy – Professional Certification Programme Refund Policy and Procedures
	Kaplan Higher Education Academy Transfer/Withdrawal Policy and Procedures

SECTION H: FOR STUDENTS ON SVP, LTVP, EP, WP & DEPENDENT PASS

ICA, MOM or the relevant authority issues the various passes for valid stay of foreigners. It is the student's responsibility to ensure that he/she has a valid pass to remain in Singapore during the course of his/her study.

In the event that the student does not have a valid pass to attend any part of the course, there will be no refund of course fees and the student may not fulfil the requirement of course completion, thus not being able to complete the course enrolled.

SECTION I: PERSONAL DATA PROTECTION

Any personal data you have provided (in particular, your personal identification details) will be treated with the strictest confidentiality and in accordance to the Kaplan Privacy Policy (<http://www.kaplan.com.sg/privacy-policy/>). By signing this form, you give consent to our use of your information according to our Kaplan Privacy Policy and its contents. This includes verification of your educational qualifications.

You understand if your programme of choice is eligible for SkillsFuture Singapore funding, Kaplan will be required to provide your personal data to the government regulatory body, SkillsFuture Singapore, for their survey purposes. By signing this form, you acknowledge that you are aware of this.

For Under – 18 Students Only

You understand and consent to Kaplan releasing your personal data (e.g. academic results, attendance, conduct, etc.) to your parents/legal guardian and for them to be copied on all correspondence between Kaplan and you as a condition of your continued enrolment as a student of Kaplan and your studies in the course/diploma/degree/programme of your choice.

For Above – 18 Students Only

You understand and consent to Kaplan releasing your personal data (e.g. academic results, attendance, conduct, etc.) to your parents/legal guardian upon request.

You understand and consent to receiving academic, employability and graduate-related updates from Kaplan via:

SMS Phone Email

You understand and consent to receiving marketing and promotional updates from Kaplan via:

SMS Phone Email

SECTION J: APPLICANTS WITH SPECIAL NEEDS

Please declare any disability/special needs/medical conditions.

YES NO

If yes, please give brief details of condition and type of assistance required. This information will be treated with the strictest confidence and is necessary so we can ensure we are able to provide the best support for the learning needs of the applicant, where possible. You may wish to provide the information and details directly to the Admissions Office instead.

SECTION K: CONFIDENTIALITY

The 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.

Payment Methods & Payable Account Details

Fees are payable by Cash, Cheque (Singapore Banks), NETS, Visa/Mastercard/AMEX cards and Telegraphic Transfer.

For payment by **cheque(s)**, please make payable to **Kaplan Higher Education Academy Pte Ltd**.

For payment by **Telegraphic Transfer**, you may refer below for the bank account information.

Beneficiary name: Kaplan Higher Education Academy Pte Ltd

Bank account: 047-315189-003

Branch code: 047

Bank Code: 7232

Beneficiary Bank: The Hongkong and Shanghai Banking Corporation Limited

Bank Address: 21 Collyer Quay, #04 – 01 HSBC Building Singapore 049320

Swift code: HSBCSGSGXXX

Declaration:

Have you ever been refused entry into or deported from any country including Singapore? YES / NO

Have you ever been convicted by a court of law in any country including Singapore? YES / NO

Have you ever been prohibited from entering Singapore? YES / NO

Have you ever entered Singapore using a different Passport or Name? YES / NO

IF any of the answers is "YES", please furnish details on a separate sheet of paper

I understand that Kaplan Higher Education Academy is an "Approved Learning Partner – Student Tuition Platinum" accredited by ACCA. I authorise Kaplan Higher Education Academy to release my name and ACCA Registration Number to ACCA (UK) for the purpose of monitoring Kaplan Higher Education Academy's performance within the ALP.

I authorise the Kaplan Admission Office to seek the necessary verification from the awarding institutions/universities with regard to my educational qualifications.

I authorise Kaplan Higher Education Academy to release my personal information to relevant institutes/agencies including, but not limited to, Committee for Private Education (CPE), SkillsFuture Singapore (SSG), Ministry of Education (MOE), Personal Data Protection Commission (PDPC), Institute of Banking and Finance Singapore (IBF Singapore) and CPA Australia (CPA) on matters relating to my course of study or funding application or for the purpose of the aforementioned bodies' annual audit purposes.

I will comply with all the conditions, refund policy, rules and regulations of Kaplan Higher Education Academy Pte Ltd, the professional body and the Immigration and Checkpoints Authority of Singapore.

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.

Applicant's Full Name and Signature

Date

Parent/Legal Guardian Signature

Date

Note: For students below 18 years old, it is mandatory for the parent/legal guardian to sign on the Student Contract upon approval of application to confirm acceptance of offer.

For Official Use Only

Remarks:

Approved by: _____
(Name of PM)

Date Received: _____
(DD/MM/YY)



STUDENT INFORMATION/UPGRADER/REFERRAL FORM

Course Name and Awarding Professional Body:	Intake and Year:
Full Name (as it appears on passport/identity card):	
Date of Birth:	
Contact No.	

Fill in the following if you are:

<input type="checkbox"/> An existing Kaplan Student	Programme and Awarding University/Institution/Professional body:	
	Intake No.	Contact No.
<input type="checkbox"/> Referred by an Official Kaplan Student Recruitment Agent	Name of Agency:	
	Specific Agent Email (for receipt of document on behalf of students):	
	Contact No.	
<input type="checkbox"/> Referred by an Existing Kaplan Student or Alumni	Programme and Awarding University/Institution/Professional body:	
	Full Name of Student:	CT No.
	Intake No.	Contact No.
<input type="checkbox"/> I am a new student and was not referred to Kaplan by an existing student, alumni or recruitment agent		

Declaration:

I hereby declare that the information I have provided on this form is true and factual. I also authorise Kaplan to seek the necessary verification from the awarding institutions with regards to my qualifications. I will comply with all the conditions, refund policy, rules and regulations of Kaplan Higher Education Academy Pte Ltd, the University and the Immigration and Checkpoints Authority of Singapore.

Applicant's Signature

Date

Parent/Legal Guardian Signature

Date

Note: For students below 18 years old, it is mandatory for the parent/legal guardian to sign on the Student Contract upon approval of application to confirm acceptance of offer.