

Course Factsheet

(For September 2020 Intake)

Preparatory Course for Singapore CA Qualification (Foundation)

Course Schedule

Principles of Financial Reporting (PFF) Lecturer: Irene Teng				Advanced Financial Reporting (AFF) Lecturer: Kelly Ngo				Singapore Taxation (TXF) Lecturer: Joanna Cheong			
Course Fee: S\$900				Course Fee: S\$900				Course Fee: S\$900			
Rev.	Date	Day	Time	Rev.	Date	Day	Time	Rev.	Date	Day	Time
R1	20 Sep	Sun	10.00am - 1.00pm	R1	08 Oct	Thu	6.45pm - 9.45pm	R1	22 Sep	Tue	6.45pm - 9.45pm
R2	20 Sep	Sun	2.00pm - 5.00pm	R2	09 Oct	Fri	6.45pm - 9.45pm	R2	27 Sep	Sun	10.00am - 1.00pm
R3	29 Sep	Tue	6.45pm - 9.45pm	R3	23 Oct	Fri	6.45pm - 9.45pm	R3	04 Oct	Sun	10.00am - 1.00pm
R4	10 Oct	Sat	10.00am - 1.00pm	R4	30 Oct	Fri	6.45pm - 9.45pm	R4	06 Oct	Tue	6.45pm - 9.45pm
R5	10 Oct	Sat	2.00pm - 5.00pm	R5	04 Nov	Wed	6.45pm - 9.45pm	R5	11 Oct	Sun	10.00am - 1.00pm
R6	19 Oct	Mon	6.45pm - 9.45pm	R6	06 Nov	Fri	6.45pm - 9.45pm	R6	13 Oct	Tue	6.45pm - 9.45pm
R7	24 Oct	Sat	10.00am - 1.00pm	R7	11 Nov	Wed	6.45pm - 9.45pm	R7	18 Oct	Sun	10.00am - 1.00pm
R8	24 Oct	Sat	2.00pm - 5.00pm	R8	13 Nov	Fri	6.45pm - 9.45pm	R8	20 Oct	Tue	6.45pm - 9.45pm
R9	26 Oct	Mon	6.45pm - 9.45pm	R9	20 Nov	Fri	6.45pm - 9.45pm	R9	27 Oct	Tue	6.45pm - 9.45pm
R10	31 Oct	Sat	10.00am - 1.00pm	R10	25 Nov	Wed	6.45pm - 9.45pm	R10	10 Nov	Tue	6.45pm - 9.45pm
R11	31 Oct	Sat	2.00pm - 5.00pm	R11	26 Nov	Thu	6.45pm - 9.45pm	R11	15 Nov	Sun	10.00am - 1.00pm
R12	02 Nov	Mon	6.45pm - 9.45pm	R12	27 Nov	Fri	6.45pm - 9.45pm	R12	17 Nov	Tue	6.45pm - 9.45pm
Mock Exam: 22 Nov, Sun, 2.00pm - 5.15pm Mock Review: 30 Nov, Mon, 6.45pm - 8.45pm				Mock Exam: 29 Nov, Sun, 9.00am - 12.15pm Mock Review: 05 Dec, Sat, 10.00am - 12.00pm				Mock Exam: 22 Nov, Sun, 9.00am - 12.15pm Mock Review: 02 Dec, Wed, 6.45pm - 8.45pm			

Assurance (ASF) Lecturer: Yang Xiao Qi				Financial Management (FMF) Lecturer: Richa Gupta			
Course Fee: S\$900				Course Fee: S\$900			
Rev.	Date	Day	Time	Rev.	Date	Day	Time
R1	21 Sep	Mon	6.45pm - 9.45pm	R1	07 Nov	Sat	9.30am - 1.00pm
R2	25 Sep	Fri	6.45pm - 9.45pm	R2	07 Nov	Sat	2.00pm - 5.30pm
R3	01 Oct	Thu	6.45pm - 9.45pm	R3	08 Nov	Sun	9.00am - 1.00pm
R4	02 Oct	Fri	6.45pm - 9.45pm	R4	09 Nov	Mon	6.45pm - 10.15pm
R5	03 Oct	Sat	2.00pm - 5.00pm	R5	18 Nov	Wed	6.45pm - 10.15pm
R6	05 Oct	Mon	6.45pm - 9.45pm	R6	19 Nov	Thu	6.45pm - 10.15pm
R7	12 Oct	Mon	6.45pm - 9.45pm	R7	21 Nov	Sat	9.30am - 1.00pm
R8	15 Oct	Thu	6.45pm - 9.45pm	R8	21 Nov	Sat	2.00pm - 6.00pm
R9	16 Oct	Fri	6.45pm - 9.45pm	R9	23 Nov	Mon	6.45pm - 10.15pm
R10	22 Oct	Thu	6.45pm - 9.45pm	R10	24 Nov	Tue	6.45pm - 10.15pm
R11	29 Oct	Thu	6.45pm - 9.45pm				
R12	12 Nov	Thu	6.45pm - 9.45pm				
Mock Exam: 28 Nov, Sat, 2.00pm - 5.15pm Mock Review: 05 Dec, Sat, 1.00pm - 3.00pm				Mock Exam: 29 Nov, Sun, 2.00pm - 5.15pm Mock Review: 04 Dec, Fri, 6.45pm - 8.45pm			

All prices are inclusive of 7% GST.

The remaining modules will be available in September 2020 for the exam sitting in December 2020.

Important Notes

- Candidates are strongly encouraged to complete the Principles of Financial Reporting module prior to enrolling in the Advanced Financial Reporting module or the Assurance module.

Exemptions

Exemptions from Singapore Accountancy Commission (SAC)

- Students applying for exemptions from the Foundation Programme will be required to provide the SAC with relevant course outlines as evidence of knowledge and skills acquired in the core areas of the Academic Base.
- Students will need to produce a Notification of Acceptance email printout from the SAC when enrolling for the Foundation Programme.
- The exemption(s) granted by the SAC is/are only valid for 5 years from the date of the Notification of Acceptance email. Students will need to re-apply to the SAC for exemptions after the exemption period has lapsed.

Additional Documents Required For Registration:

- If you have a Singapore CA Qualification candidate number, you are required to either login to the Singapore CA Qualification portal at the enrolment counter OR bring along a printout of the first landing page upon login to certify the authenticity of your Singapore CA Qualification candidate number.
- If you do not have a Singapore CA Qualification candidate 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 Singapore Accountancy Commission (SAC) 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

Non-Refundable Fees:

The following fees are non-refundable under any circumstances:

- New International Student Application Fee
- Student Membership fees payable to Singapore Accountancy Commission (SAC)

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

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

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.