

Course Factsheet

(For October 2020 Intake)

Preparatory Course for Singapore CA Qualification

Course Schedule

Financial Reporting (FR) Lecturer: Billy Ang			
Rev.	Date	Day	Time
R1	03 Oct	Sat	9.00am - 1.00pm
R2	10 Oct	Sat	9.00am - 1.00pm
R3	17 Oct	Sat	9.00am - 1.00pm
R4	24 Oct	Sat	9.00am - 1.00pm
Mock Exam: 28 Nov, Sat, 9.00am - 12.15pm Mock Review: 12 Dec, Sat, 1.30pm - 3.30pm			

Assurance (AS) Lecturer: Goh Soo Fung			
Rev.	Date	Day	Time
R1	17 Oct	Sat	1.30pm - 5.30pm
R2	18 Oct	Sun	8.30am - 12.30pm
R3	31 Oct	Sat	8.30am - 12.30pm
R4	31 Oct	Sat	1.30pm - 5.30pm
Mock Exam: 29 Nov, Sun, 9.00am - 12.15pm Mock Review: 13 Dec, Sun, 9.00am - 11.00am			

Integrative Business Solutions (IBS) Lecturers: R1 - R3: Marty Windle R4: Mohammad Yasin R5: Richa Gupta			
Rev.	Date	Day	Time
R1	07 Dec	Mon	6.45pm - 10.00pm
R2	08 Dec	Tue	6.45pm - 10.00pm
R3	09 Dec	Wed	6.45pm - 9.45pm
R4	11 Dec	Fri	6.45pm - 10.00pm
R5	12 Dec	Sat	10.00am - 1.00pm

Business Value, Governance & Risk (BGR) Lecturer: Irwin Loh			
Rev.	Date	Day	Time
R1	12 Oct	Mon	7.00pm - 10.00pm
R2	19 Oct	Mon	7.00pm - 10.00pm
R3	26 Oct	Mon	7.00pm - 10.00pm
R4	02 Nov	Mon	7.00pm - 10.00pm
R5	07 Nov	Sat	2.00pm - 6.00pm
Mock Exam: 28 Nov, Sat, 2.00pm - 5.15pm Mock Review: 05 Dec, Sat, 4.00pm - 6.00pm			

Taxation (TX) Lecturer: Mohammad Yasin			
Rev.	Date	Day	Time
R1	03 Oct	Sat	2.00pm - 6.00pm
R2	10 Oct	Sat	2.00pm - 6.00pm
R3	18 Oct	Sun	2.00pm - 6.00pm
R4	24 Oct	Sat	2.00pm - 6.00pm
Mock Exam: 22 Nov, Sun, 9.00am - 12.15pm Mock Review: 04 Dec, Fri, 7.30pm - 9.30pm			

Fees

Course Fees	Revision	Revision + Unmarked Mock Exam + Review	Revision + Marked Mock Exam + Review
Assurance (AS)	S\$800	S\$875	S\$910
Business Value, Governance & Risk (BGR)	S\$800	S\$875	S\$910
Financial Reporting (FR)	S\$800	S\$875	S\$910
Taxation (TX)	S\$800	S\$875	S\$910
Integrative Business Solutions (IBS)	S\$800	Not Available	Not Available

Resit Fees*	Revision	Revision + Unmarked Mock Exam + Review	Revision + Marked Mock Exam + Review
Assurance (AS)	S\$640	S\$700	S\$728
Business Value, Governance & Risk (BGR)	S\$640	S\$700	S\$728
Financial Reporting (FR)	S\$640	S\$700	S\$728
Taxation (TX)	S\$640	S\$700	S\$728
Integrative Business Solutions (IBS)	S\$640	Not Available	Not Available

*A resit student must present his/her Singapore CA result slip of the module failed in the last exam sitting

All prices are inclusive of 7% GST.

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.