

# Course Factsheet

(For Domestic Students)



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

### Course Schedule

ACCA January 2021	Full-time Premier Course				Part-time Premier Course			
	Fees	Lecturers	Full-time (Day Classes)		Fees	Lecturers	Part-time (Evening Classes)	
<b>Applied Knowledge</b>								
Business and Technology (BT)	\$915	Yuen Yuen	Tue/Thu	C1-AM - Session 1	\$915	Monaliza Swatan	Wed	C2 EVE
Management Accounting (MA)	\$915	Yang Xiaoqi	Mon/Fri	C1-PM - Session 2	\$915	Mikki Ng	Tue	C2 EVE
Financial Accounting (FA)	\$915	Lin Hui Yee	Mon/Wed	C1-AM - Session 1	\$915	Monaliza Swatan	Mon	C2 EVE
<b>Applied Skills</b>								
Corporate & Business Law (LW)*	\$1,120	Kweh Soon Han	Thu	C1-PM - Session 3	\$1,120	Mohd Malik	Thu	C2 EVE
Performance Management (PM)	\$1,120	Vandana Khialani	Tue	C1-PM - Session 2	\$1,120	Vandana Khialani	Fri	C2 EVE
Taxation (TX)*	\$1,120	Yeo Siow Pin	Tue	C1-PM - Session 3	\$1,120	Joanna Cheong	Mon	C2 EVE
Financial Reporting (FR)	\$1,120	Ivan Lim	Wed	C1-PM - Session 3	\$1,120	Ivan Lim	Tue	C2 EVE
Audit and Assurance (AA)	\$1,120	Yang Xiaoqi	Mon Wed	C1-PM - Session 3 C1-PM - Session 2	\$1,120	Yang Xiaoqi	Wed	C2 EVE
Financial Management (FM)	\$1,120	Kelly Ngo	Fri	C1-AM - Session 1	\$1,120	Irwin Luo	Fri	C2 EVE
<b>Strategic Professional (Essentials)</b>								
Strategic Business Leader (SBL)	\$2,000	Martin Windle/ Vandana Khialani	Mon/Fri	C1-PM - Session 2	\$2,000	Martin Windle/ Vandana Khialani	Mon	C2 EVE
Strategic Business Reporting (SBR)	\$1,270	Yeo Ai Ling	Thu	C1-PM - Session 3	\$1,270	Yeo Ai Ling	Thu	C2 EVE
<b>Strategic Professional - (Select 2 from P4 to P7)</b>								
Advanced Financial Management (AFM)	\$1,270	June Neo	Wed	C1-PM - Session 3	\$1,270	Irwin Luo	Wed	C2 EVE
Advanced Performance Management (APM)	\$1,270	Vandana Khialani	Fri	C1-EVE				
Advanced Taxation (ATX)*	\$1,270	Lee Yuet Lai	Mon/Fri	C1-PM - Session 3	\$1,270	Lee Yuet Lai	Mon/Fri	C2 EVE
Advanced Audit and Assurance (AAA)	\$1,270	Yang Xiaoqi	Tue	C1-PM - Session 2	\$1,270	Angela Mullany	Tue	C2 EVE

\* MyKaplan online resources are not available for Singapore Variant Papers LW, TX & ATX.

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.

#### The courses under ACCA are now offered via blended learning.

The Blended Learning curriculum consists of face-to-face lectures, exclusive access to MyKaplan<sup>®</sup> as well as Revision Classes. Please refer to the Course Planner for a detailed timetable.

<sup>^</sup>MyKaplan resources include study materials, computer-marked mock exams, online learning resources (interactive study guides, regular knowledge checks, a variety of learning formats via OnDemand and practice questions) and tutor support through LiveChat and email.

ACCA students will receive specially prepared Supplementary Notes, Study Texts and Exam Kits. (Only Exam Kits will be available for LW and TX.)

### Discount Scheme

Early bird discount of up to 25% is available for students who enrol by **31 December 2020**.

January 2021 Intake	Discount
1 paper	10%
2 papers	20%
3 papers	25%

## Additional Documents Required For Registration:

- If you have an ACCA membership number, you are required to certify its authenticity. Please visit our Wilkie Edge campus enrolment counter and log into the ACCA portal on your mobile device OR bring a printout of the first landing page of the ACCA portal to the enrolment counter.
- 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](http://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: 18 January 2021 - 22 January 2021 / 18 July 2021 - 22 July 2021**

- Upon the release of exam results, students who are enrolled in the Premier Course (January and July 2021 intakes) 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 amount of course fees.
- If transferring to a higher level module, students are required to pay the difference in 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.