

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: _____

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

Preparatory Course for the Association of Chartered Certified Accountants (ACCA) Examination		Intake	
Tuition: Applied Knowledge Module <input type="checkbox"/> BT Business and Technology <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"/> BTR Business and Technology <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"/> Apr <input type="checkbox"/> Oct

[^]Singapore variant papers

1. **Personal Details (all fields are compulsory)**

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

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.
Disability/Special Needs (if yes, please specify)					
<input type="checkbox"/> Yes _____ <input type="checkbox"/> No					

Name of Emergency Contact Person (Immediate family members only)	Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Sibling <input type="checkbox"/> Spouse <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Others (please specify) _____
Mobile No. (with country code)	Other Contact No. (Home/Office) (optional)
Email Address	

All official contract and important notifications will be sent to the parent's email address originally registered in the Kaplan Student Service 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:

- i. It does not commence the course on the Course Commencement Date;
- ii. It terminates the course before the Course Commencement Date;
- iii. It does not complete the course by the Course Completion Date;
- iv. It terminates the course before the Course Completion Date;
- v. 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
- vi. 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 them 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-wsg.gov.sg/>

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 to the bank account information below.

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 are “**YES**”, please furnish details on a separate sheet of paper.

I understand that Kaplan Higher Education Academy is an “Approved Learning Partner (ALP) – 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 as an ALP.

I understand that, as classes of the Course can be disrupted due to various technical issues, Kaplan may record these classes as they are being delivered online only for students of these classes to view post-delivery. As a student studying the ACCA Qualification, I understand that the recording may capture my audio, visual or text that appear during the course of these classes. I confirm that I consent to Kaplan’s recording of these classes. I understand that if I do not wish to be captured in the recording, it is wholly my personal responsibility to take the necessary steps to avoid being recorded.

I authorise the Kaplan Admissions 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) and the Institute of Banking and Finance Singapore (IBF Singapore) 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, the refund policy and the rules and regulations of Kaplan Higher Education Academy Pte Ltd, ACCA 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)



PRE-COURSE COUNSELLING FORM (Programme)



**By referring to my application above, I confirm I have been advised on/provided information of the following.
* Please tick (✓) or indicate N.A. if not applicable:**

SECTION A: PROGRAMME & SCHOOL INFORMATION	
Student has been briefed on the following:	
	School Information - KHEA/KHEI location, campus facilities and infrastructure, and accreditation
	Programme Information - Name of Award, Awarding Body, Programme Structure, Intake, Programme Duration and 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 services available
	<p><u>Student Concession Pass (For Singapore Citizens only)</u></p> <p>The following groups of students pursuing full-time education in PEIs registered with the Committee for Private Education will be eligible for public transport concessions:</p> <ol style="list-style-type: none"> Singapore Citizens (20 years old and below) pursuing GCE Normal, Ordinary or Advanced Level qualifications, or an International Baccalaureate qualification. Singapore Citizens pursuing Diploma or Degree programmes registered with the Committee for Private Education with a minimum programme duration of 24 months. To be eligible for the concession pass, your individual study period as stated in your <u>Standard Student Contract must be 24 months or longer</u>. If you are studying in a programme shorter than 24 months and repeating your module(s), the repeated term will not be part of your programme duration.

SECTION B: FOR STUDENTS ON SVP, LTVP, EP, WP & DEPENDENT PASS	
Student has been briefed on the following:	
	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 stay. In cases where the student is required to obtain a Letter of Consent for full-time programmes, Kaplan will facilitate accordingly, and ultimate approval comes from the relevant authority.
	In the event that the student does not have a valid pass to attend any part of the programme, there will be no refund of programme fees, and the student may not fulfil the requirement of programme completion, thus not being able to complete the programme enrolled.

SECTION C: INTERNATIONAL STUDENT (For Student's Pass Holder only)	
Student has been briefed on the following:	
	Student's Pass application, procedures and documents required, as well as the rules and regulations governing the issuance of a Student's Pass.
	Advice on medical check-up, etc.
	Information on Singapore - relevant immigration rules and relevant laws of Singapore

SECTION D: FEES PAYABLE AND PAYMENT METHODS	
Student has been briefed on the following:	
	The tuition fees, non-tuition fees and any other relevant fees payable to KHEA/KHEI.
	The payment modes and methods accepted by KHEA/KHEI, including available instalment schemes where applicable, and that all payments must be made to KHEA/KHEI only.

PRE-COURSE COUNSELLING FORM (Programme)



	Advisory Note and Student Contract have to be signed and dated before payment can be made.
--	--

SECTION E: FEE PROTECTION SCHEME AND STUDENT CONTRACT

Student has been briefed on the following:	
	The Fee Protection Scheme (FPS) that KHEA/KHEI has in place for students.
	Both local and international students enrolled into Kaplan are covered under Lonpac Insurance. The scheme covers programme fees excluding GST.
	The Terms & Conditions stated in the Student Contract have been explained and fully understood by the student.

SECTION F: MEDICAL INSURANCE DECLARATION (For International Students only)

Student has been briefed on the following:	
	Medical insurance

SECTION G: COMMITTEE FOR PRIVATE EDUCATION (CPE)

Student has been briefed on the following:	
	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.ssg-wsg.gov.sg

SECTION H: WITHDRAWAL/REFUND/TRANSFER/DEFERMENT POLICY AND PROCEDURE

Student has been briefed on the following:	
	KHEA/KHEI Refund Policy and Procedures
	KHEA/KHEI Transfer/Withdrawal/Deferment Policy and Procedures

KHEA/KHEI Refund Policy

% of the aggregate amount of the fees paid	If student's written notice of withdrawal is received
100%	More than [60] days before the programme commencement date
70%	Before, but not more than [60] days before the programme commencement date
30%	Before, but not more than [30] days before the programme commencement date
10%	Before, but not more than [7] days before the programme commencement date
0%	On or after the programme commencement date

KHEA Refund Policy – Professional Certification Courses

% of the aggregate amount of the fees paid	If student's written notice of withdrawal is received
80%	More than [60] days before the programme commencement date
60%	Before, but not more than [60] days before the programme commencement date
50%	Before, but not more than [29] days before the programme commencement date
0%	On or after the programme commencement date

PRE-COURSE COUNSELLING FORM (Programme)

Refund for Withdrawal Due to Non-Delivery of Programme:

The PEI will notify the student within three (3) working days upon knowledge of any of the following:

- i. It does not commence the Programme on the Programme Commencement Date;
- ii. It terminates the Programme before the Programme Commencement Date;
- iii. It does not complete the Programme by the Programme Completion Date;
- iv. It terminates the Programme before the Programme Completion Date;
- v. It has not ensured that the Student meets the programme entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- vi. The Student's Pass application is rejected by 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 Programme Fees and Miscellaneous Fees already paid should the student decide to withdraw, within seven (7) working days of the above notice.

Refund for Withdrawal Due to Other Reasons:

If the student withdraws from the programme for any reason other than those stated in (i) to (v), 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 the student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the student has started the programme or not.

In the event that a student wishes to withdraw from the programme, the application fee and the international student administrative fee are not refundable under any circumstances. The application fee refers to the fee that the Student pays to Kaplan for the sole purpose of processing the application form submitted so that Kaplan can check if the student meets the programme admission requirements. The application fee does not have any fee component that is used to offset programme fee payment. 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.

Programme application fees **are non-refundable** under any circumstances, even if an application is either rejected or enrolment is cancelled.

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 that, if your programme of choice is eligible for SkillsFuture Singapore (SSG)/Ministry of Education (MOE)/Infocomm Media Development Authority (IMDA)/Institute of Banking and Finance Singapore (IBF Singapore) funding, Kaplan will be required to provide your personal data to the relevant government regulatory bodies for their survey purposes. By signing this form, you acknowledge that you are aware of this.
	You understand that, if your programme of choice is being delivered online (in part or in full) and is eligible for SkillsFuture Singapore (SSG)/Ministry of Education (MOE)/Infocomm Media Development Authority (IMDA)/Institute of Banking and Finance Singapore (IBF Singapore) (or any other entities') funding, Kaplan may have to record these classes as they are being delivered online so as to meet the aforesaid entities'

PRE-COURSE COUNSELLING FORM (Programme)

	regulatory requirements. You understand that the recording may capture your audio, visual or text that appear during the course of these classes. Under such regulatory requirements, you confirm that you will comply and consent to the classes of your programme of choice being recorded by Kaplan, which may involve you having to switch on your video camera and microphone during the entire duration of the classes.
	You understand that, if your programme of choice is being delivered online (in part or in full), classes of your programme of choice could be disrupted due to various technical issues, Kaplan may record these classes as they are being delivered online only for students of these classes to view post-delivery. You understand that the recording may capture your audio, visual or text that appear during the course of these classes. You confirm that you consent to the classes of your programme of choice being recorded by Kaplan. You understand that if you do not wish to be captured in the recording, it is wholly your personal responsibility to take the necessary steps to avoid being recorded.
	<u><i>For Students Under 18 Only</i></u> You understand and consent to Kaplan releasing your personal data (for eg. 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 Kaplan student and your studies in the programme of your choice.
	<u><i>For Students Above 18 Only</i></u> You understand and consent to Kaplan releasing your personal data (for eg. 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: <input type="checkbox"/> SMS <input type="checkbox"/> Phone <input type="checkbox"/> Email
	You understand and consent to receiving marketing and promotional updates from Kaplan via: <input type="checkbox"/> SMS <input type="checkbox"/> Phone <input type="checkbox"/> Email

SECTION J: APPLICANTS WITH SPECIAL NEEDS	
Please declare any disability/special needs/medical conditions.	
<input type="checkbox"/> YES <input type="checkbox"/> 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.	
Brief details of condition and type of assistance required:	
<hr/> <hr/>	

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/privacy-policy/). By signing this form, you give consent to our use of your information.

SECTION L: DECLARATION	
	Staff/Agent: I hereby confirm that the above has been explained to student.

PRE-COURSE COUNSELLING FORM
(Programme)



Name of Staff/Agent

Signature of Staff/Agent and Date

Student: I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on the above.

Full Name of Student

Signature of Student and Date

Parent/Legal Guardian (where Student is under 18 years of age): I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on the above.

Full Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian and Date



STUDENT INFORMATION/UPGRADER/REFERRAL FORM

Please provide the following details:

Programme Name and Awarding University/Institution:	Intake No.
Full Name (as in Passport/Identity Card):	
Date of Birth:	
Contact No.	

Name of Emergency Contact Person (Immediate family members only):	Relationship: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Sibling <input type="checkbox"/> Spouse <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Others: _____
Mobile No. (with country code):	Other Contact No. (Home/Office No.) (optional):
Email Address:	

Fill in the following if you are:

An existing Kaplan Student

Programme Name and Awarding University/Institution:

Intake No.

Referred by an Official Kaplan Student Recruitment Agent

Name of Agency:

Agent Email Address/Contact No.

(For receipt of document on behalf of students)

Referred by an existing Kaplan Student or Alumni*

Full Name of Student or Alumni:

Contact No.

Programme Name and Awarding University/Institution:

Intake No.

*In compliance with SkillsFuture Singapore's guidelines, students who utilise SkillsFuture Credit OR enrol in SSG- or CITREP-funded courses are not eligible for indirect rewards such as referral awards, lucky draws, gifts and vouchers. SkillsFuture Credit is non-transferrable and cannot be exchanged for cash, vouchers and gifts.

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.

Applicant's Signature

Date

Full Name of Parent/Legal Guardian
(For applicants below 18 years old only)

Signature of Parent/Legal Guardian and Date

Note: For students below 18 years old, the parent/guardian will be required to sign the Student Contract upon approval of application to confirm acceptance of offer.

For Enrolment Office Use

Remarks: _____

Name of verifying personnel: _____

Designation: _____

Signature

Date

Registered with Committee for Private Education (CPE), part of SkillsFuture Singapore (SSG).
UEN: 199409389H, Validity: 20/05/2018 – 19/05/2022

