

Course Factsheet

(For Revision Students)



Preparatory Course for ACCA Examination/ Diploma in Accounting and Business

Course Schedule

ACCA April 2021		Revision		
Paper/Subjects		Lecturers	No. of Sessions	Course Fees
Applied Knowledge				
BTR-C1	Business and Technology (BT)	Monaliza Swatan	5	\$235
MAR-C1	Management Accounting (MA)	Mikki Ng	5	\$235
FAR-C1	Financial Accounting (FA)	Lin Hui Yee	5	\$235
Applied Skills				
LWR-C1	Corporate & Business Law (LW)	Mohd Malik	6	\$380
PMR-C1	Performance Management (PM)	Vandana Khialani	6	\$380
TXR-C1	Taxation (TX)	Joanna Cheong	6	\$380
FRR-C1	Financial Reporting (FR)	Ivan Lim	6	\$380
AAR-C1	Audit and Assurance (AA)	Yang Xiaoqi	6	\$380
FMR-C1	Financial Management (FM)	Irwin Luo	6	\$380
Strategic Professional				
SBLR-C1	Strategic Business Leader (SBL)	Martin Windle	6	\$620
SBRR-C1	Strategic Business Reporting (SBR)	Yeo Ai Ling	6	\$440
AFMR-C1	Advanced Financial Management (AFM)	Irwin Luo	6	\$440
APMR-C1	Advanced Performance Management (APM)	Vandana Khialani	6	\$440
ATXR-C1	Advanced Taxation (ATX)	Lee Yuet Lai	6	\$440
AAAR-C1	Advanced Audit and Assurance (AAA)	Yang Xiaoqi	6	\$440

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.

Discount Scheme

Early bird discount of up to 20% is available for students who enrol by **31 December 2020**.

April 2021 Intake	Discount
1 paper	5%
2 papers	15%
3 papers	20%

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	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

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
- New International Student Administration Fee
- Existing International Student Administration Fee
- Student Membership fees payable to ACCA

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.

Kaplan Higher Education Academy Pte Ltd

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