

# Application Form

Consultant: \_\_\_\_\_

**Are you an Association of Chartered Certified Accountants (ACCA) registered student?**

- Yes, my registration no. is \_\_\_\_\_.
- No, I will register online before the stipulated deadline set by ACCA.
- No, I am enrolling into this course for the purpose of self-development and will not be attempting any examination.

**Important information:**

- 1) 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.
- 2) 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.

If you are a Foundations in Accountancy (FIA) student, you are required to provide your membership number and bring along your highest educational qualification certificate and transcripts.

Please refer to the Course Planner for more information and select the intake(s) and course(s) by ticking the boxes.

Preparatory Course for the Association of Chartered Certified Accountants (ACCA) Examination - Foundations in Accountancy (FIA) Suite	Class		Intake		
	C1	C2			
<b>ACCA Diploma in Financial and Management Accounting (RQF Level 2)</b> <input type="checkbox"/> FA1 Recording Financial Transactions <input type="checkbox"/> MA1 Management Information  <b>ACCA Diploma in Financial and Management Accounting (RQF Level 3)</b> <input type="checkbox"/> FA2 Maintaining Financial Records <input type="checkbox"/> MA2 Managing Costs and Finance	<input type="checkbox"/>     <input type="checkbox"/>	<input type="checkbox"/>     <input type="checkbox"/>	<b>Full-time:</b>  <input type="checkbox"/> Jan <input type="checkbox"/> Apr  <input type="checkbox"/> Jul <input type="checkbox"/> Sep		
<b>ACCA Diploma in Accounting and Business (RQF Level 4)</b>  <b>Tuition:</b> <input type="checkbox"/> FBT Foundations in Business and Technology <input type="checkbox"/> FMA Management Accounting <input type="checkbox"/> FFA Financial Accounting  <b>Revision:</b> <input type="checkbox"/> FBTR Foundations in Business and Technology <input type="checkbox"/> FMAR Management Accounting <input type="checkbox"/> FFAR Financial Accounting  Note: Above courses are also available as single modules	<input type="checkbox"/>     <input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>     <input type="checkbox"/>	<b>Tuition:</b>		<b>Revision:</b>
	<input type="checkbox"/> Jan  <input type="checkbox"/> Jul	<input type="checkbox"/> Jan  <input type="checkbox"/> Jul	<input type="checkbox"/> Apr  <input type="checkbox"/> Oct		

Preparatory Course for the Association of Chartered Certified Accountants (ACCA) Examination	Class		Intake	
	C1	C2		
<b>Tuition:</b>				
<b>Applied Knowledge Module</b>			<b>Full-time:</b>	<b>Revision:</b>
<input type="checkbox"/> BT Business and Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Jan	<input type="checkbox"/> Apr
<input type="checkbox"/> MA Management Accounting	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> FA Financial Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Jul	<input type="checkbox"/> Oct
<b>Applied Skills Module</b>			<b>Part-time:</b>	
<input type="checkbox"/> LW* Corporate & Business Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Jan	
<input type="checkbox"/> PM Performance Management	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> TX* Taxation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Jul	
<input type="checkbox"/> FR Financial Reporting	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> AA Audit and Assurance	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> FM Financial Management	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Strategic Professional Module</b>				
<input type="checkbox"/> SBL Strategic Business Leader	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> SBR Strategic Business Reporting	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Options Module (Choose 2 from 4)</b>				
<input type="checkbox"/> AFM Advanced Financial Management	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> APM Advanced Performance Management	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> ATX* Advanced Taxation	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> AAA Advanced Audit & Assurance	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Revision:</b>				
<b>Applied Knowledge Module</b>				
<input type="checkbox"/> BTR Business and Technology	<input type="checkbox"/>			
<input type="checkbox"/> MAR Management Accounting	<input type="checkbox"/>			
<input type="checkbox"/> FAR Financial Accounting	<input type="checkbox"/>			
<b>Applied Skills Module</b>				
<input type="checkbox"/> LWR* Corporate & Business Law	<input type="checkbox"/>			
<input type="checkbox"/> PMR Performance Management	<input type="checkbox"/>			
<input type="checkbox"/> TXR* Taxation	<input type="checkbox"/>			
<input type="checkbox"/> FRR Financial Reporting	<input type="checkbox"/>			
<input type="checkbox"/> AAR Audit and Assurance	<input type="checkbox"/>			
<input type="checkbox"/> FMR Financial Management	<input type="checkbox"/>			
<b>Strategic Professional Module</b>				
<input type="checkbox"/> SBLR Strategic Business Leader	<input type="checkbox"/>			
<input type="checkbox"/> SBRR Strategic Business Reporting	<input type="checkbox"/>			
<b>Options Module (Choose 2 from 4)</b>				
<input type="checkbox"/> AFMR Advanced Financial Management	<input type="checkbox"/>			
<input type="checkbox"/> APMR Advanced Performance Management	<input type="checkbox"/>			
<input type="checkbox"/> ATXR* Advanced Taxation	<input type="checkbox"/>			
<input type="checkbox"/> AAAR Advanced Audit & Assurance	<input type="checkbox"/>			

*MyKaplan online resources are not available for Singapore Variant Papers LW, TX & ATX			
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**1. Personal Details (all fields are compulsory)**

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

Name in English as in Passport/Identity Card (underline surname)		Academic Background <input type="checkbox"/> GCE N-Level <input type="checkbox"/> Others, please specify _____	
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Student Status <input type="checkbox"/> New Student <input type="checkbox"/> Current Kaplan Student <input type="checkbox"/> Ex-Kaplan Student	Date of Birth (DD/MM/YYYY)	
NRIC/Passport No.	FIN No. (if applicable)	Nationality	
Home Tel No.	Mobile No.	Highest Qualification	
Email Address		Professional Certifications (if any)	
Home Address			
Full Name of Parent/Legal Guardian* (for students below 18 years old)		NRIC/Passport/FIN No. of Parent/Legal Guardian	Contact No. of Parent/Legal Guardian
Email Address of Parent/Legal Guardian			

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	

**Management of Applicants under 18 years old**

(The following fields are compulsory for any applicants below the age of 18 years old to fill in; optional otherwise.)

Name in English as in Passport/Identity Card (underline surname)		Academic Background <input type="checkbox"/> GCE N-Level <input type="checkbox"/> Others, please specify _____	
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Student Status <input type="checkbox"/> New Student <input type="checkbox"/> Current Kaplan Student <input type="checkbox"/> Ex-Kaplan Student	Date of Birth (DD/MM/YYYY)	
<input type="checkbox"/> Singapore Citizen (pink IC) <input type="checkbox"/> Singapore PR (blue IC) NRIC No. _____		Original Sighted Name: _____	

<input type="checkbox"/> Dependent Pass <input type="checkbox"/> Employment Pass <input type="checkbox"/> S-Pass <input type="checkbox"/> Work Permit		
FIN No. _____ Pass Expiry Date: _____ Card Serial No. _____		
Passport No. _____ Expiry Date: _____		Nationality
Home Tel No.	Mobile No.	Highest Qualification
Email Address		Professional Certifications (if any)
Home Address		

\*Should the applicant wish to list an individual other than the natural parent as a legal guardian, please provide Kaplan with a copy of the relevant court and/or legal documents (such as a Power of Attorney) to prove that the aforementioned individual is the legal guardian of the applicant.

The role of the representative, if appointed, is merely to receive the important notifications from Kaplan in order to update the applicant's parents. They are not permitted to sign the official document or act on behalf of the parents.

## 2. Work Experience (if any)

Company Name	Position	Years with the Company

## 3. For Company-sponsored Participants Only

Company Contact Person	Designation	Department
<input type="checkbox"/> SME <input type="checkbox"/> Non-SME <input type="checkbox"/> MNC	Billing Address	

## 4. Confidentiality Clause

This information you have provided will be treated with the strictest confidentiality and in accordance with 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.

## 5. Application Document Checklist

The completed application form must be accompanied by the following items:

- Proof of course fee payment

The complete application package should be returned to:

**Student Recruitment Office - 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](mailto:contact.sg@kaplan.com) and your **Course Consultant**.

Payment Methods:

Fees are payable by cash, cheque(s) (Singapore banks), NETS and Visa/Mastercard/AMEX cards.  
 For payment by cheque(s), please make it payable to **Kaplan Higher Education Academy Pte Ltd**.

## 6. Disability/Special Needs

<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify: _____

## **Terms & Conditions**

### **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 KHEA within the cooling-off period, regardless of whether the student has started the course or not.

If 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 Sittings:**

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.

### **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 transfer within the same module (different papers), there will be no charge to student.
- If transfer to a lower-level module, KHEA will process refunds to students of the difference in amount of course fees.
- If transfer 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:

- i. Overseas assignments of more than 1 month with official letter from company
- ii. Medical reasons certified by a Singapore-registered doctor eg. hospitalisation
- iii. Pregnancy certified by a Singapore-registered doctor
- iv. Reservist service of more than 1 month with official documentation
- v. 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 the 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.

**Declaration by Student:**

- 1) 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.
- 2) I authorise the Kaplan Admissions Office to seek the necessary verification from the awarding institutions/universities about my educational qualifications.
- 3) 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 (a) matters relating to my course of study or funding application; (b) regulatory and/or compliance (external and internal) requirements as dictated by the aforementioned bodies; or (c) for the purpose of the aforementioned bodies' annual audit purposes.
- 4) 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.

**Staff:** I hereby confirm that the above has been explained to the Applicant/Student.

\_\_\_\_\_  
Name of Staff

\_\_\_\_\_  
Signature of Staff and Date

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

\_\_\_\_\_  
Full Name of Applicant/Student

\_\_\_\_\_  
Signature of Applicant/Student and Date

\_\_\_\_\_  
Full Name of Parent/Legal Guardian  
(for applicants below 18 years old only)

\_\_\_\_\_  
Signature of Parent/Legal Guardian and Date

# 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:**

<b>SECTION A: PROGRAMME &amp; SCHOOL INFORMATION</b>	
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 requirements, 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"> <li>Singapore Citizens (20 years old and below) pursuing GCE Normal, Ordinary or Advanced Level qualifications, or an International Baccalaureate qualification.</li> <li>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.</li> </ol>

<b>SECTION B: FOR STUDENTS ON SVP, LTVP, EP, WP &amp; DEPENDENT'S PASS</b>	
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.

<b>SECTION C: INTERNATIONAL STUDENT (For Student's Pass Holder only)</b>	
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

<b>SECTION D: FEES PAYABLE AND PAYMENT METHODS</b>	
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.
	Advisory Note and Student Contract have to be signed and dated before payment can be made.

# PRE-COURSE COUNSELLING FORM (Programme)



<b>SECTION E: FEE PROTECTION SCHEME AND STUDENT CONTRACT</b>	
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.

<b>SECTION F: MEDICAL INSURANCE DECLARATION (For International Students only)</b>	
Student has been briefed on the following:	
	Medical insurance

<b>SECTION G: SKILLSFUTURE CREDIT AND SKILLS DEVELOPMENT FUND, IF APPLICABLE (For KHEA Domestic Students only)</b>	
Student has been briefed on the following:	
	The eligibility and the claim procedures of SkillsFuture Credit. More details can be found on <a href="http://www.skillsfuture.sg/credit">www.skillsfuture.sg/credit</a>
	The eligibility and the claim procedures of Skills Development Fund. More details can be found on <a href="http://www.skillsconnect.gov.sg">www.skillsconnect.gov.sg</a> and search for "Skills Development Fund".
	It is the sole responsibility of the student to apply for the SkillsFuture Credit approval. The student has 60 days before the start of the course up till the day of its commencement to do so. More details can be found on <a href="http://www.skillsfuture.sg/credit">www.skillsfuture.sg/credit</a> .
	It is the sole responsibility of the student to update SkillsFuture Singapore should the student have the intention to withdraw, transfer, or defer the study of selected course before start of the course for SkillsFuture Credit. Once the course has commenced, the student will not be allowed to cancel his submission of SkillsFuture Credit.
	The student needs to comply with Kaplan's policies "(eg. refund and withdrawal policy)" upon course commencement. Any refund of the SkillsFuture Credit portion will be credited back to the student's SkillsFuture Credit account with SkillsFuture Singapore, as required by SkillsFuture Singapore.
	In compliance with SkillsFuture Singapore's guidelines, students who utilise SkillsFuture Credit OR enrol in SSG-funded 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.
	In compliance with SkillsFuture Singapore's guidelines, students who utilise SkillsFuture Credit OR enrol in SSG-funded or CITREP+ funded courses will need to turn on video camera throughout the full training session for the purpose of recording, when the training session is conducted via online learning mode. Students are required to purchase a webcam, if they are using a desktop with no camera function, prior to course commencement.
	<p>Is the student applying for the SkillsFuture Credit?</p> <p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p>Please indicate the amount you wish to claim: S\$_____ ^</p> <p>The amount that you have indicated above will be used to offset the qualifying course fees once the amount is approved by SkillsFuture Singapore. The qualifying course fees, as indicated in your Student</p>



## PRE-COURSE COUNSELLING FORM (Programme)

Contract, is prior to any deduction of SkillsFuture Credit. SkillsFuture Credit deduction will be shown in your receipt following the approval of SkillsFuture Credit by SkillsFuture Singapore.

Breakdown of Course Fee Payable:

1	Course Fee	
2	7% GST (on Course Fee)	
3	Nett Course Fee Payable	
4	SkillsFuture Credit Amount	
5	SkillsFuture Claim Reference ID (where applicable)	
6	Balance Course Fee Payable	

With effect from 19 May 2017, SkillsFuture Credit used for a course at Kaplan (subject to SkillsFuture's approved list of courses) will be paid directly to Kaplan Higher Education Academy.

If you wish to use your SkillsFuture Credit, you can make your claim up to 60 days before the start of the course till the day of its commencement (with effect from 21 April 2017). According to SkillsFuture Singapore, this window period is sufficient for individuals to make claims to facilitate earlier course registration.

When making a claim, you should inform your Course Consultant on the intention to use your SkillsFuture Credit and to request for the relevant amount to be offset against the qualifying course fees. After which, you can then submit the claim via the SkillsFuture Credit Portal for the relevant amount to be paid to Kaplan Higher Education Academy for your registered course. The actual claimable amount is subject to SkillsFuture Singapore's approval.

For more information, please visit [www.skillsfuture.sg](http://www.skillsfuture.sg)

^The actual claimable amount is subject to approval of SkillsFuture Singapore.

### SECTION H: TIPP COURSE AND CERTIFICATION FEES SUPPORT, IF APPLICABLE

*(For KHEA Domestic Students only)*

Student has been briefed on the following:

	The eligibility and claim procedures of TIPP Funding in Application Form. More details can be found on <a href="https://www.imda.gov.sg/programme-listing/TechSkills-Accelerator-TeSA/Tech-Immersion-and-Placement-Programme-TIPP">https://www.imda.gov.sg/programme-listing/TechSkills-Accelerator-TeSA/Tech-Immersion-and-Placement-Programme-TIPP</a>
	For certifiable courses, trainees must complete and pass all examinations/assessments required by the certification to achieve the final certification status.

### SECTION I: SIGHTING OF TIPP COURSE SUPPORTING DOCUMENTS

Student confirms that the Course Consultant has sighted the following supporting documents:

	NRIC
	Educational Certificate and Transcripts

# PRE-COURSE COUNSELLING FORM (Programme)



SECTION J: 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 <a href="http://www.ssg-wsg.gov.sg">www.ssg-wsg.gov.sg</a>

SECTION K: 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

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:

- It does not commence the Programme on the Programme Commencement Date;
- It terminates the Programme before the Programme Commencement Date;
- It does not complete the Programme by the Programme Completion Date;
- It terminates the Programme before the Programme Completion Date;
- 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
- 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 Programme Fees and Miscellaneous Fees already paid should the student decide to withdraw, within seven (7) working days of the above notice.

## PRE-COURSE COUNSELLING FORM (Programme)

### 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](http://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 L: 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 ( <a href="http://www.kaplan.com.sg/privacy-policy/">http://www.kaplan.com.sg/privacy-policy/</a> ). 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' 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.



**PRE-COURSE COUNSELLING FORM  
(Programme)**



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