

WSQ Courses and Funding Information

Course ID	Course Title
TGS-2021002199	Cloud Computing (Classroom & Asynchronous)
TGS-2021002200	Practical Cyber Security for your Business (Classroom & Asynchronous)
TGS-2021002356	Data Analytics for Business (Classroom & Asynchronous)
TGS-2021002355	Emerging Technology for Business (Classroom & Asynchronous)
TGS-2021002529	Finance for Non-Finance Professionals (Classroom & Asynchronous)

MINIMUM COURSE ENTRY REQUIREMENTS FOR COURSES BELOW:

- Cloud Computing (Classroom & Asynchronous)
- Practical Cyber Security for your Business (Classroom & Asynchronous)
- Data Analytics for Business (Classroom & Asynchronous)
- Emerging Technology for Business (Classroom & Asynchronous)

Minimum Age	21 years old
Academic Level	1 GCE N-Level Pass or Workplace Literacy and Numeracy (WPLN) Level 5 (Reading, Listening, Speaking, Writing, Numeracy) Applicant needs to possess basic computer skills Note: Mature candidates with work experience (≥30 years old with 8 years of work experience) and without formal academic qualifications will be considered on a case-by-case basis
Language Proficiency (e.g. IELTS 6.0)	A Pass in GCE N-Level English language subject or Workplace Literacy (WPL) Level 5 (Reading, Listening, Speaking, Writing) or IELTS 5.0 or equivalent
Work Experience (if applicable)	1 year working experience

MINIMUM COURSE ENTRY REQUIREMENTS FOR COURSES BELOW:

- Finance for Non-Finance Professionals (Classroom & Asynchronous)

Minimum Age	21 years old
Academic Level	1 GCE N-Level Pass or Workplace Literacy and Numeracy (WPLN) Level 5 (Reading, Listening, Speaking, Writing, Numeracy) Note: Mature candidates with work experience (≥30 years old with 8 years of work experience) and without formal academic qualifications will be considered on a case-by-case basis
Language Proficiency	A Pass in GCE N-Level English language subject or

(e.g. IELTS 6.0)	Workplace Literacy (WPL) Level 5 (Reading, Listening, Speaking, Writing) or IELTS 5.0 or equivalent
Work Experience (if applicable)	1 year working experience

SELECTION PROCESS

Trainees will need to submit a copy of their highest educational certificate for the admission process. Applications are subject to a pre-registration selection process and Kaplan Higher Education Academy reserves the right to reject applications that do not meet the criteria. International students are not eligible for WSQ funding. Only Singapore Citizens and Singapore PRs are eligible for WSQ funding.

TUITION FEES FOR SINGAPOREAN/PR OR NON-SME COMPANY-SPONSORED TRAINEES

Title of Course/Module under Cat B Programme	Total Training Duration (Hr)	Full Course Fee (\$) (excl. GST)	Course Fee Funding (\$)	Course Fee per Trainee (excl. GST) (Nett Course Fee) (\$)	GST on Full Course Fee (\$)	Course Fee per Trainee (incl. GST) (\$)
Cloud Computing (Classroom & Asynchronous)	16	\$850.00	\$240.00	\$610.00	\$59.50	\$669.50
Practical Cyber Security for Your Business (Classroom & Asynchronous)	16	\$850.00	\$240.00	\$610.00	\$59.50	\$669.50
Data Analytics for Business (Classroom & Asynchronous)	16	\$850.00	\$240.00	\$610.00	\$59.50	\$669.50
Emerging Technology for Business (Classroom & Asynchronous)	16	\$850.00	\$240.00	\$610.00	\$59.50	\$669.50
Finance for Non-Finance Professionals (Classroom & Asynchronous)	16	\$800.00	\$240.00	\$560.00	\$56.00	\$616.00

TUITION FEES FOR SINGAPOREANS 40 YEARS AND ABOVE OR SME COMPANY-SPONSORED TRAINEES

Title of Course/Module under Cat B Programme	Total Training Duration (Hr)	Full Course Fee (\$) (excl. GST)	Course Fee Funding (\$)	Course Fee per Trainee (excl. GST) (Nett Course Fee) (\$)	GST on Full Course Fee (\$)	Course Fee per Trainee (incl. GST) (\$)
Cloud Computing (Classroom & Asynchronous)	16	\$850.00	\$765.00	\$85.00	\$59.50	\$144.50
Practical Cyber Security for Your Business (Classroom & Asynchronous)	16	\$850.00	\$765.00	\$85.00	\$59.50	\$144.50
Data Analytics for Business (Classroom & Asynchronous)	16	\$850.00	\$765.00	\$85.00	\$59.50	\$144.50
Emerging Technology for Business (Classroom & Asynchronous)	16	\$850.00	\$765.00	\$85.00	\$59.50	\$144.50
Finance for Non-Finance Professionals (Classroom & Asynchronous)	16	\$800.00	\$720.00	\$80.00	\$56.00	\$136.00

*All fees are payable to **Kaplan Higher Education Academy Pte Ltd** in accordance with the fee schedule above. Candidates who do not comply with the fee schedule will not be permitted to proceed with the course.

TERMS & CONDITIONS

- Nett course fee as stated is payable upfront upon enrolment.
- To be eligible for WSQ funding, trainees must fulfil the following conditions:
 - Be a Singapore Citizen or Singapore PR;
 - Trainees must complete at least 75% attendance of the training course;
 - Trainees must complete and pass all the assessments required by SkillsFuture Singapore (SSG) to achieve the final certification status.
- For claiming of SkillsFuture Credits (SFC), trainees must submit a screenshot of their SFC application to support the course registration.

Acknowledgement on Terms & Conditions	
<p>For the individual applicant:</p> <p>I understand that I must pay Kaplan Higher Education Academy Pte Ltd the subsidised SSG funding if I fail to meet the following SSG requirements:</p> <ul style="list-style-type: none"> • Achieve at least 75% attendance AND • Pass the required assessment(s) within 14 calendar days after the course end date. <hr/> <p>Signature of Applicant/Date</p>	<p>For the company-sponsored applicant:</p> <p>We understand that we are liable for the subsidised SSG funding if our staff fail to meet the following SSG requirements:</p> <ul style="list-style-type: none"> • Achieve at least 75% attendance AND • Pass the required assessment(s) within 28 calendar days after the course end date. <hr/> <p>Signature of Authorised Company Personnel/Date</p>

Consultant: _____

Application Form

Certificate Courses	Intake No.	Funding	Sponsorship
Course Title: _____		<input type="checkbox"/> CITREP <input type="checkbox"/> SDF <input type="checkbox"/> SFC <input type="checkbox"/> UTAP <input type="checkbox"/> Not applicable	<input type="checkbox"/> Company <input type="checkbox"/> Self-sponsored

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)
<input type="checkbox"/> Singapore Citizen (Pink IC) <input type="checkbox"/> Singapore PR (Blue IC) NRIC No. _____		Original Sighted Name: _____
<input type="checkbox"/> Dependant's 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		

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.)

Please appoint one of the following to be the legal representative for the applicant. The representative will receive the official contract and other important notifications from Kaplan. This is only applicable to applicant below the age of 18 years old.			
<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Legal Guardian <input type="checkbox"/> (Optional) Representative, please specify: _____			
Father			
Full Name of Father	Contact No. of Father	Email Address of Father	NRIC/Passport/FIN No.
Mother			
Full Name of Mother	Contact No. of Mother	Email Address of Mother	NRIC/Passport/FIN No.
Legal Guardian*			
Full Name of Legal Guardian	Contact No. of Legal Guardian	Email Address of Legal Guardian	NRIC/Passport/FIN No.
Representative (Optional)			
Full Name of Representative	Contact No. of Representative	Email Address of Representative	NRIC/Passport/FIN No.

*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 important notifications from Kaplan in order to update the applicant's parents. The representative is 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 Applicants Only

Company Contact Person	Designation	Department
Contact	Company Email Address	
<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 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.

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: Kaplan Higher Education Academy Pte Ltd Kaplan City Campus @ Wilkie Edge, 8 Wilkie Road, #02-01, Singapore 228095 Or SCANNED and EMAILED to wsqsales.sg@kaplan.com and your Course Consultant .
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Payment Methods: Fees are payable by cheque (Singapore banks), NETS and VISA/Mastercard/AMEX cards. For payment by cheque(s), please make payable to Kaplan Higher Education Academy Pte Ltd .

6. Disability/Special Needs

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

7. Possess Basic Computer Skills

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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8. Declaration by Student

- i) I authorise the Kaplan Admissions Office to seek the necessary verification from the awarding institutions/universities with regard to my educational qualifications.
- ii) 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.
- iii) I understand that if falsified information is submitted, admission will be rescinded.
- iv) I understand that submission of this Application Form and the Pre-Course Counselling Form does not result in formation of any contract between Kaplan Higher Education Academy and me. The contract is formed only upon receipt of Letter of Confirmation from Kaplan's Admission Office. For the avoidance of doubt, upon formation of contract, all terms and conditions stated in this Application Form and the Pre-Course Counselling Form form part of the terms and conditions of my contract with Kaplan Higher Education Academy.
- v) 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/Agent: I hereby confirm that the above has been explained to the Applicant/Student.

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 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 (Short Course)

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: COURSE & SCHOOL INFORMATION	
Student has been briefed on the following:	
<input type="checkbox"/>	School Information - KHEA/KHEI location, campus facilities and infrastructure, and accreditation
<input type="checkbox"/>	Course Information - Name of Award, Awarding Body, Course Structure, Intake, Course Duration and Outlines
<input type="checkbox"/>	Entry requirements, including requirement to complete the bridging modules or Extended Induction Programme (EIP) based on the admissions decision (where applicable)
<input type="checkbox"/>	Counselling and Student Support services available

SECTION B: FOR STUDENTS ON SVP, LTVP, EP, WP & DEPENDENT'S PASS	
Student has been briefed on the following:	
<input type="checkbox"/>	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 courses, 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 course, there will be no refund of course fees, and the student may not fulfil the requirement of course completion, thus not being able to complete the course enrolled.

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

SECTION D: SKILLSFUTURE CREDIT AND SKILLS DEVELOPMENT FUND, IF APPLICABLE (For KHEA Domestic Students only)	
Student has been briefed on the following:	
<input type="checkbox"/>	Details on eligibility and the claim procedures of SkillsFuture Credit can be found on www.skillsfuture.sg/credit
<input type="checkbox"/>	Details on eligibility and the claim procedures of Skills Development Fund can be found on www.skillsconnect.gov.sg via search for "Skills Development Fund".
<input type="checkbox"/>	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 www.skillsfuture.sg/credit
<input type="checkbox"/>	For the use of SkillsFuture credit, it is the sole responsibility of the student to update SkillsFuture Singapore (SSG) should the student have the intention to withdraw, transfer, or defer the study of selected course before start of the course. Once the course has commenced, the student will not be allowed to cancel the application for SkillsFuture Credit.
<input type="checkbox"/>	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.
<input type="checkbox"/>	In compliance with SkillsFuture Singapore's (SSG) 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.
<input type="checkbox"/>	In compliance with SkillsFuture Singapore's (SSG) 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.

Is the student applying for the SkillsFuture Credit?
 YES NO

Please indicate the amount you wish to claim: S\$ _____ ^

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 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.

Verification of Course Title, Course Dates and Course Fees Payable

Course Title	
Course Dates	
Course Fee Payable	Amount
Full Course Fee (excl. GST)	
Course Fee Funding	
Course Fee per Trainee (excl. GST) (Nett Course Fee)	
GST on Full Course Fee	
Course Fee per Trainee (incl. GST)	
SkillsFuture Credit (where applicable)	
SkillsFuture Claim Reference ID (where applicable)	
Balance Course Fee Payable	

Confirmation by Applicant: I declare that I have read and fully understood the course title, course dates and course fee payable stated within this form.

Signature of Applicant: _____

With effect from 19 May 2017, SkillsFuture Credit used for a course at Kaplan (subject to SkillsFuture Singapore's (SSG) 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 (SSG), 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 (SSG) approval.

For more information, please visit www.skillsfuture.sg

^The actual claimable amount is subject to approval by SkillsFuture Singapore (SSG).

SECTION E: CITREP+ COURSE AND CERTIFICATION FEES SUPPORT, IF APPLICABLE
(For KHEA Domestic Students only)

Student has been briefed on the following:

<input type="checkbox"/>	The eligibility and claim procedures of CITREP+ Funding in Application Form. More details can be found on www.imda.gov.sg/citrep
<input type="checkbox"/>	For certifiable courses, trainees must complete and pass all examinations/assessments required by the certification to achieve the final certification status.

SECTION F: SIGHTING OF CITREP+ COURSE SUPPORTING DOCUMENTS

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

<input type="checkbox"/>	NRIC
<input type="checkbox"/>	Educational Certificate and Transcripts
<input type="checkbox"/>	Form 1 / Form 2 (where applicable, for CITREP+ course only)

SECTION G: COMMITTEE FOR PRIVATE EDUCATION (CPE)

Student has been briefed on the following:

<input type="checkbox"/>	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
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SECTION H: WITHDRAWAL/REFUND/TRANSFER/DEFERMENT POLICY AND PROCEDURE

Student has been briefed on the following:

<input type="checkbox"/>	KHEA/KHEI Refund Policy and Procedures
<input type="checkbox"/>	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 course commencement date
70%	Before, but not more than [60] days before the course commencement date
30%	Before, but not more than [30] days before the course commencement date
10%	Before, but not more than [7] days before the course commencement date
0%	On or after the course 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 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 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; or
- v. It has not ensured that the student meets the Course entry requirement.

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.

Refund for Withdrawal Due to Other Reasons:

If the student withdraws from the course 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.

In the event that a student wishes to withdraw from the course, 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 course admission requirements. The application fee does not have any fee component that is used to offset course fee payment. Students are liable to pay (where applicable) fees that are imposed by the government authorities or other external partners.

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

SECTION I: PERSONAL DATA PROTECTION

<input type="checkbox"/>	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.
<input type="checkbox"/>	You understand that if your course 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.
<input type="checkbox"/>	You understand that if your course 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 course 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.
<input type="checkbox"/>	You understand that if your course of choice is being delivered online (in part or in full), classes of your course 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 course 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.
<input type="checkbox"/>	<i><u>For Students Under 18 Only</u></i> You understand and consent to Kaplan releasing your personal data (eg. academic results, attendance, conduct, or others) 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 course of your choice.
<input type="checkbox"/>	<i><u>For Students Above 18 Only</u></i> You understand and consent to Kaplan releasing your personal data (eg. academic results, attendance, conduct, or others) to your parents/legal guardian upon request.
<input type="checkbox"/>	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
<input type="checkbox"/>	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.

YES 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:

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.

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. I understand that submission of the Application Form and this Pre-Course Counselling Form does not result in formation of any contract between Kaplan Higher Education Academy and me. The contract is formed only upon receipt of Letter of Confirmation from Kaplan's Admission Office. For the avoidance of doubt, upon formation of contract, all terms and conditions stated in the Application Form and this Pre-Course Counselling Form form part of the terms and conditions of my contract with Kaplan Higher Education Academy.

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