

Course Factsheet

(For Domestic Students)



BLENDED DELIVERY - PLATINUM

Foundations in Accountancy (FIA) Suite

Course Schedule

FIA August 2022		Full-Time Premier Course			
		Fees	Lecturers	Full-Time (Day Classes)	
ACCA Diploma in Financial and Management Accounting (RQF Level 2)					
FA1	Recording Financial Transactions	S\$600	Ivan Lim	Mon/Thu	C1-PM - Session 3
MA1	Management Information	S\$600	Angela Mullany	Mon Fri	C1-PM - Session 2 C1-PM - Session 3
ACCA Diploma in Financial and Management Accounting (RQF Level 3)					
FA2	Maintaining Financial Records	S\$750	Lin Hui Yee	Mon/Fri	C1-PM - Session 2
MA2	Managing Costs and Finance	S\$750	Angela Mullany	Thu Fri	C1-PM - Session 2 C1-AM - Session 1

Technical requirements for blended learning:

- When working on regulated course material, the use of a Windows- or Mac-based desktop or laptop computer is recommended.
- The use of Windows 7-10 or macOS 10.9 or later is recommended.
- The use of Chrome, Firefox, Internet Explorer 11 and Microsoft Edge is supported.
- Learners are recommended to have a broadband or fibre Internet connection.

Please refer to the Course Planner for more details. All prices are inclusive of 7% GST. Kaplan Higher Education Academy reserves the right to adjust our fees based on the prevailing GST Act.

The courses under FIA Suite are now offered via Blended Learning.

The Blended Learning curriculum consists of face-to-face lectures, exclusive access to MyKaplan[^] as well as Revision Classes. Please refer to the Course Planner for a detailed timetable.

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

FIA students will receive specially prepared Supplementary Notes, Study Texts and Exam Kits when they enrol for this intake.

Discount Scheme

Early bird discount of up to 25% is available to students who enrol by **30 July 2022**.

August 2022 Intake	Discount
	Public
1 Paper	10%
2 Papers	20%
3 Papers or more	25%

Important Information

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; and 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.
- For students who secure early bird discounts for enrolling in a minimum number of papers, kindly note that should you withdraw or seek a refund for 1 or more papers, KHEA has the right to lower the early bird discount as student no longer meets the minimum requirements for the earlier higher discount, and the right to claim the outstanding balance arising from the lowered early bird discount or where student is now no longer eligible for discount. For example, if student initially secured a 20% early bird discount for enrolling in 6 papers, and subsequently withdraws from 1 paper, student will no longer enjoy the 20% early bird discount and will only enjoy a 10% early bird discount. KHEA will have the right to claim the outstanding balance owed by student to KHEA as student will now only enjoy a 10% early bird discount for the remaining 5 papers.

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 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 they have started the course or not. In the event that a student wishes to withdraw from the course, the application fee and administrative fee

are not refundable. Students are liable to pay (where applicable) fees that are imposed by the government authorities or other external partners. For more information on the Fee Protection Scheme and refund policy, please refer to www.ssg-wsg.gov.sg

March/September Exam Sitings:

KHEA withdrawal and refund policies will also apply to students who seek to withdraw from and refund for modules which they have successfully passed during the March or September exams.

Non-Refundable Fees:

The following fees are non-refundable under any circumstances:

- New International Student Application Fee
- Student Membership Fees payable to ACCA

The following fees are non-refundable after commencement of classes:

- New International Student Administration Fee
- Existing International Student Administration Fee

Late Enrolment Policy:

- We accept late enrolment up to 14 calendar days from the intake commencement date.
- All applications submitted after the intake commencement date must be accompanied by a Letter of Understanding (LOU).

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 documentation
- 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 by relevant supporting documents.
- All requests for withdrawal/refund are subject to KHEA's approval.
- 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.

Grievance Procedure:

If student has exhausted both KHEA complaint's process and ACCA's, student can escalate to the appropriate regulator. Details of which can be found on the ACCA website at the following link: <https://www.accaglobal.com/gb/en/footer/toolbar/contact-us/connect/unhappy.html>

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

All information contained in this brochure is accurate at time of print (June 2022). Kaplan Higher Education Academy (KHEA) reserves the right to vary this information should the circumstances so require. KHEA was awarded the Best Private Education Institution for Communications & Media, Computer Science & IT and Sales & Marketing by JobsCentral Learning T.E.D. Awards 2018. UEN: 199409389H | Validity: 20/5/2022-19/5/2026

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