

**CFA L1 Preparatory Program by Kaplan  
(IBF-STS accredited) – 70% Funding (C2A)**



**STANDARD PEI-STUDENT CONTRACT**

**BETWEEN**

***KAPLAN HIGHER EDUCATION ACADEMY***

**AND**

<b>Name of Student :</b>	
<b>Contract Number:</b>	CT _____ CFA_IBF_L1_C2A_Feb2023
<b>Course Title :</b>	CFA L1 PREPARATORY PROGRAM BY KAPLAN (IBF-STS ACCREDITED)

Student/Guardian's signature: .....

## PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This Contract binds both the Private Education Institution (PEI) and the Student once both parties sign this Contract. If the Student is under eighteen (18) years of age, the Student will be represented by the Parent/Legal Guardian.

This Contract is made between:

- (1) Registered Name of PEI : Kaplan Higher Education Academy  
Registration Number : 199409389H
- (2) Full Name of Student : \_\_\_\_\_  
*(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)\**  
NRIC Number (for SC/PR)\* : \_\_\_\_\_  
Student's Pass Number (if available)/  
Passport Number (for international student)\* : \_\_\_\_\_
- (3) Full Name of Parent/Legal Guardian\*  
(if Student is under eighteen (18) years of age) : \_\_\_\_\_  
NRIC/Passport Number\* : \_\_\_\_\_

\* *Delete as appropriate by striking through.*

*Where non-applicable, put "N.A.". Leave no fields blank.*

*State all dates in the format of DD/MM/YYYY.*

### 1. COURSE INFORMATION AND FEES

- 1.1 The PEI will deliver the Course as set out in Schedule A to the Student, towards conferment of the stated qualification upon successful Course completion.
- 1.2 The PEI confirms that the Course has been permitted by the Committee for Private Education (CPE) and no amendments have been made to the Course as set out in Schedule A, unless otherwise permitted by CPE.
- 1.3 The Student and the PEI confirm that the PEI has provided to the Student relevant information regarding the Course including the applicable terms and conditions, as outlined in the Student's completed Pre-Course Counselling Form, and confirm their agreement to the all content in the aforementioned Form.
- 1.4 The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
- 1.5 The PEI considers payment made 7 days/~~month~~\* after the scheduled due date(s) in Schedule B as late. The PEI will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on Course/module completion (if applicable).
- 1.6 Where applicable, Goods and Services Tax ("GST") shall be applied at the prevailing rate.

## 2. REFUND POLICY

### 2.1 **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 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.

### 2.2 **Refund for Withdrawal Due to Other Reasons:**

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, 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 table in Schedule D.

### 2.3 **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 Schedule D) 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 course or not.

### 2.4 **Non-refundable Fee:**

The computer-based examination fee (applicable only for ACCA & FIA courses) for Kaplan Financial programmes is non-refundable save where there is a Non-Delivery of Course as described in Clause 2.1 above. The relevant fees are found in Schedule C of this Contract.

### 2.5 **Bad Financial Standing:**

Bad Financial Standing (BFS) is imposed if students have any outstanding fee or charges. When it occurs, BFS is automatically applied to the student's record. If the student is in BFS, they will not be able to enrol for classes/examinations, will be discontinued access to LMS and self-services (e.g. Kaplan 360 app), and be refused eligibility for graduation and provision of results/academic transcript.

If students discontinue their unit/module enrolment, unit/module re-enrolment and/or re-admission will be refused until the outstanding balance, including late charges, have been paid in full. The PM Director may terminate a student's enrolment during the teaching period, on the grounds that the student has not paid the outstanding balance of fees or charges. A student whose enrolment has been terminated may be reinstated if the student pays in full the total outstanding fees and charges due.

**2.6 Student Handbook and Policies:**

Student must abide by the policies and procedures in the Kaplan Student Handbook (<https://www.kaplan.com.sg/kaplan-student-handbook/>), including the following policies:

- IT acceptable use policy at <https://www.kaplan.com.sg/student-policies/>
- Student code of conduct at <https://www.kaplan.com.sg/kaplan-student-code-of-conduct/>
- Attendance Taking and monitoring at <https://www.kaplan.com.sg/administrative-matters/>

**3. *ADDITIONAL INFORMATION***

- 3.1** The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
- 3.2** If any part of this Contract is not valid for any reason under the law of Singapore, this will not affect any other part of this Contract.
- 3.3** If the Student and the PEI cannot settle a dispute using the way arranged by the PEI, the Student and the PEI may refer the dispute to the CPE Mediation-Arbitration Scheme ([www.ssg-wsg.gov.sg](http://www.ssg-wsg.gov.sg)).
- 3.4** All information given by the Student to the PEI will not be given by the PEI to anyone else, unless the Student signs in writing that he agrees or unless the PEI is allowed to give the information by law.
- 3.5** Unless the PEI and the Student otherwise agree in writing, if there is any other agreement between the PEI and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6** If the Student or the PEI does not exercise or delay exercising any right granted by this Contract, the Student and the PEI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.7** If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.

**SCHEDULE A**  
**COURSE DETAILS**

*Note: The information provided below should be the same as that submitted to the CPE.*

1) Course Title	CFA L1 Preparatory Program by Kaplan (IBF-STS accredited)
2) Course Duration (in months)	7 months - Refer to Schedule B for module(s) that student is taking
3) Full-time or Part-time Course	Part-time
4) Course Commencement Date	01/02/2023
5) Course Completion Date	31/08/2023
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	N.A.
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	CFA L1 Preparatory Program by Kaplan (IBF-STS accredited)
8) Organisation which develops the Course	KHEA & IBF Singapore
9) Organisation which awards/ confers the qualification	KHEA & IBF Singapore
10) Course entry requirement(s)	<p>Minimum Age: 21</p> <p>Academic Level:</p> <p>a) a bachelor's (or equivalent) degree, or be in the final year of your bachelor's degree program. You will have to complete your bachelor's degree in order to register for the Level II exam, or</p> <p>b) have four years of professional work experience (does not have to be investment related), or</p> <p>c) a combination of professional work experience and education that totals at least four years.</p> <p>Language Proficiency:          Obtain grade C6 at GCE 'O' level English language or equivalent</p>

11) Course schedule with modules and/or subjects	As per attached  (i) The modules offered are subject to changes made by Kaplan or the awarding body and approval by regulatory authorities.  (ii) Timetable will be provided by Course Consultant/Country Manager/Programme Management Team before course commencement  (iii) Timetables are subject to changes by Kaplan or the awarding body.  (iv) Delivery plan/mode is subject to changes by Kaplan or the awarding body.
12) Scheduled holidays (public and school) and/or semester/term break for course	Public holidays:  07 Apr 2023 – Good Friday 22 Apr 2023 - Hari Raya Puasa 01 May 2023 – Labour Day 3 Jun 2023 - Vesak Day 29 Jun 2023 - Hari Raya Haji 9 Aug 2023 - National Day  Further information on Singapore public holidays can be obtained from <a href="http://www.mom.gov.sg">www.mom.gov.sg</a>  Semester/Trimester/Term Break  Term 1 – 14/04/2023 – 15/05/2023

13) Examination and/or other assessment period	Term 1 – 16/05/2023 – 31/08/2023 *Subject to change by Kaplan or the awarding body.
14) Expected examination results release date	Approximately 60 days after last exam date (Level 1 to 3)
15) Expected award conferment date	30/10/2023

**SCHEDULE B**  
**COURSE FEES**

Name:

Date/Time:

<b>Fees Breakdown</b> <i>[Note: show full breakdown of total payable course fees]</i>				<b>Total Payable</b> (with GST, if any) (S\$)			
<b><u>Payment payable to KHEA</u></b>							
S/No	Course Description	Intake	Qty	Unit Price	Discount	GST %	Amount
1	CFA L1 Preparatory Program by Kaplan (IBF-STIS accredited)	Feb-23	1	\$5,400	0.00	8.00	\$5,400.00
2	CFA L1 Preparatory Program by Kaplan (IBF-STIS accredited) Feb23C2A  CFA Level 1 Revision Plus Apr-23-C2AR IBF Enhanced Funding Support (70%) - capped at S\$3,000 per participant per course		1	\$0.00	0.00	0.00	(\$3,00.00)
<b>Total Fees Payable:</b>				<b>Total SGD Excl. GST</b>			<b>2,000.00</b>
				GST Amount			400.00
				<b>Total SGD Incl. GST</b>			<b>2,400.00</b>
				SDF Amount			0.00
				Deposit/CN Amount			0.00
				<b>Amount Payable</b>			<b>2,400.00</b>
<b>No of Instalments:</b>							1



**INSTALMENT SCHEDULE**

<b>Instalment<sup>1</sup> Schedule</b>	<b>Amount (with GST, if any) (S\$)</b>	<b>Date Due<sup>2</sup></b>
1st instalment	\$2,400.00	27/01/2023
<b>Total Fees Payable:</b>	\$2,400.00	

1. Each instalment amount shall not exceed the following:
  - 12 months' worth of fees for EduTrust certified PEIs\*; or
  - ~~6 months' worth of fees for non-EduTrust certified PEIs with Industry Wide Coverage (IWC)\*; or~~
  - ~~2 months' worth of fees for non-EduTrust certified PEIs without IWC\*.~~

*\*Delete as appropriate by striking through*
2. Each instalment after the first shall be collected within one week before the next payment scheduled.

*All sums indicated are inclusive of GST at the prevailing rate. The prevailing GST rate until 31 December 2023 is 8%. From 1 January 2024, the GST rate will increase to 9%. You may refer to the Inland Revenue Authority of Singapore (IRAS)'s ([https://www.iras.gov.sg/taxes/goods-services-tax-\(gst\)/gst-rate-change/gst-rate-change-for-consumers1](https://www.iras.gov.sg/taxes/goods-services-tax-(gst)/gst-rate-change/gst-rate-change-for-consumers1)) for more information.*

*Please note GST rates reflected in a payment invoice will be at the prevailing rate at the time such invoice is issued, and may be subject to change depending on when payment is made.*

**SCHEDULE C**  
**MISCELLANEOUS FEES**<sup>3&4</sup>

Purpose of Fee	Amount (with GST, if any) (S\$)
Late Payment Charge/per Invoice	\$162
Overdue fine for library books (per book/per day)	\$1
Replacement of Kaplan Student Access Card	\$15
Re-Printing of Official Receipt	\$10
Course Transfer Admin Fee (same lecturer)	\$21.60
Course Transfer Admin Fee (different lecturer)	\$108
Replacement of material collection card	\$21.60
Replacement of material collection card and lecturer notes (per paper)	\$54
Deferment Fee	\$270
<b><u>Payment payable to CFA Institute US*</u></b>	
CFA Enrolment Fee (for new candidates only) - 1st deadline - 2nd deadline - 3rd deadline	Subject to CFA Institute US 's prevailing charges (Website: <a href="https://www.cfainstitute.org/programs/cfa/exam">https://www.cfainstitute.org/programs/cfa/exam</a> )
<b><u>Payment payable to CFA Institute US*</u></b>	
Examination Registration Fee (per level) - 1st deadline - 2nd deadline - 3rd deadline	Subject to CFA Institute US 's prevailing charges (Website: <a href="https://www.cfainstitute.org/programs/cfa/exam">https://www.cfainstitute.org/programs/cfa/exam</a> )

\* Payment payable to CFA Institute US is subjected to prevailing exchange rate

3. Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises.

The fees indicated above is subjected to change by Kaplan. Please refer to our website for the latest miscellaneous fees at <https://www.kaplan.com.sg/misc-fees-policy/>

4. All sums indicated are inclusive of GST at the prevailing rate. The prevailing GST rate until 31 December 2023 is 8%. From 1 January 2024, the GST rate will increase to 9%. You may refer to the Inland Revenue Authority of Singapore (IRAS)'s ([https://www.iras.gov.sg/taxes/goods-services-tax-\(gst\)/gst-rate-change/gst-rate-change-for-consumers1](https://www.iras.gov.sg/taxes/goods-services-tax-(gst)/gst-rate-change/gst-rate-change-for-consumers1)) for more information.

Please note GST rates reflected in a payment invoice will be at the prevailing rate at the time such invoice is issued, and may be subject to change depending on when payment is made.

**SCHEDULE D**  
**REFUND TABLE**

% 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

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The parties hereby acknowledge and agree to the terms stated in this Contract.

SIGNED by the PEI



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Authorised Signatory of the PEI  
Name: Cheng Siew Kiong  
Date:

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Seal of PEI

SIGNED by the Student

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

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Name of Student:  
Date:

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Name of Parent or Legal Guardian:  
Date: