Leave Application Form

KAPLAN

Please ✓ the school that you are currently studying in:

- ☐ Kaplan Higher Education Academy (KHEA)
- ☐ Kaplan Higher Education Institute (KHEI)
- ☑ Kaplan Learning Institute (KLI)

Please submit this form **within 3 working days** from date of absence.

Student's Name(as in NRIC / Student Pass) : 英文姓名		**Contact ID:** CT Kaplan卡号码 (打卡号码)
CURRENT Class Code: ACCA 或 FIA	**Contact No:** 新加坡联络号码	**Overseas No:** 外国联络号码
Email Address: 电邮地址	**NRIC/FIN No:** 学生准证号码	**Student's Pass Expiry Date** (DD/MM/YY): 学生准证截止日期

Reason for Leave Application: (please tick) 请假原因:

- ☐ Normal Leave
- ☐ NS In-Camp Training (Local)
- ☐ Overseas Posting
- ☐ Compassionate Reason
- ☐ Term Break Vacation – Int'l Students
- ☑ Others (please specify) : 请假原因

Date of Absence : 请假日期 (开始至结束)	**Module :**
Date of Absence :	**Module :**
Date of Absence :	**Module :**
Date of Absence :	**Module :**
Date of Absence :	**Module :**

IF ANY OF THE ABOVE FIELDS ARE NOT COMPLETED, THE FORM WILL BE VOID.
Leave will be approved based on the following reasons with **official documents** subject to minimum attendance requirements.

- Medical Reason certified by approved General Practitioners.
- Compassionate Leave for immediate family members.
- Other grounds for absence will be treated on a case by case basis.

For more information, please refer to Student Handbook.

DECLARATION BY STUDENT

1. I hereby declare that all the information I have provided on this form is correct.
2. I have enclosed the relevant documents (eg. flight tickets, medical certificates, copy of passport etc) to support my absence from classes.
3. I understand that I am applying leave on my own accord and the school shall not be responsible for my attendance record.
4. Kaplan Singapore has the right to terminate my Student Pass if I do not report back to school on the date indicated above.

学生签名
Student's Signature

日期
Date

Leave Application Form

KAPLAN

FOR OFFICIAL USE

Date Received: _____ **Processed by:** _____ **Approved by:** _____

☐ **Leave Approved**
☐ **Leave Not Approved**

PM Check List	SIS Updated? O Yes
Remarks	

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Update of Address Form

就读课程:
Course Enrolled: ACCA / FIA / CFA / CPAA / SQP (Delete as appropriate)

NRIC/Passport No : 护照号码 Student Pass Holder : Yes ☑ No ☐
学生准证者

Name (as in NRIC/Passport) : 英文姓名

ADDRESS IN SINGAPORE

Home Address: 新加坡地址

Postal Code

Tel No: (Home) 新加坡住宅号码 (Mobile) 新加坡手机号码

Email Address: 电邮地址

Applicable Only for International Students (监护人)

Friend Residing in Singapore (Name & Contact No) : 朋友的联系号码与姓名

Friend's Email Address: 朋友的电邮地址

OVERSEAS RESIDENTIAL ADDRESS

Contact Person: 英文姓名 (如: 父母) Relationship: 关系

Overseas Address: 外国住宅地址

Tel No: (Home) 外国住宅号码 (Mobile) 外国手机号码

Email Address: 电邮地址

I certify that the above information is accurate to the best of my knowledge.

签名
Signature

日期
Date

Updated on 20 June 2014

Student's Pass Cancellation Form

KAPLAN

Please ✓ the school that you are currently studying in:

☐ Kaplan Higher Education Academy (KHEA)

☑ Kaplan Learning Institute (KLI)

I hereby declare that all the particulars in this Student's Pass cancellation form are true and correct:

Name: 姓名

Date of Birth (DD/MM/YY): 出生日期 (日/月/年)

Fin No: 学生准证号码

Student's Pass expiry date (DD/MM/YY): 学生准证截止日期

Passport No: 护照号码

Passport expiry date (DD/MM/YY): 护照截止日期

Programme/Intake : 课程名称 (ACCA/FIA)

Mobile No.: 新加坡电话号码

Return Kaplan Access Card : (Y) / N
还回 Kaplan 学生卡

Email: 电邮地址

Reason for cancellation: (Please tick (✓) appropriate box) 取消学生准证原因: (请打勾)

- ☐ Completed course and returning to home country 完成课程后回国
- ☐ Renewing of Student Pass 更新学生证
- ☐ Applying for another long-term pass (e.g. PR/Employment Pass/Work Permit/S Pass etc) 申请其它准证
- ☐ Transferring to another course within the same school 转课程 (同间学校)
- ☐ Have not completed course and returning to home country (e.g. Deferment) 未完成课程后回国
- ☐ Transferring to another school 转校

Planned date of leaving Singapore:

Last Date in Singapore_____

Air-ticket details: Flight Number_____ Departure Date/Time 离开新国日期与时间

Current whereabouts: 目前的所在地:

☐ In Singapore 在新加坡 ☐ Out of Singapore 在国外

Student's Signature 签名 **Date:** 日期

The original Student's Pass and a copy of the passport (with valid expiry date) have to be submitted together with this form.

Kaplan Learning Institute
Course Withdrawal and Refund Form

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Fill in your full name (as per NRIC/passport) and all other particulars as required in the form. All supporting documents must be submitted as attachments, if any. Section A & B to be completed by Student.

Course Name	课程名称	Intake Code	
Student Name	英文姓名	Registration Number	ACCA 会员号码
NRIC/Passport No.	学生证号码 / 护照号码	Contact Number	Home : 新加坡住宅号码 Mobile: 新加坡手机号码
Email Address	电邮地址		

Withdrawal & Refund request will be subjected to our Policy as per indicated on our Student Contract and Student Handbook. Kaplan will review your request and respond within 4 weeks of receipt of request.

SECTION A : WITHDRAWAL REQUEST

☑ **Withdrawal from Course/Class** (Attached supporting documents if any)

Course / Paper(s) to withdraw : 退学的课目

Reason (s) for withdrawal : 退学的原因

SECTION B : REFUND REQUEST

Options of Refund

☑ **By Cheque** Payable to: (支票) - 只需写学生在新加坡银行户口

☐ **By Bank Transfer**
Details of Bank Account: (电汇) - 请填写电汇表格 (另外填写)
(Applicable only for International Students and bank charges to be bear by Student)

Kaplan Learning Institute Refund Policy	
% of [the amount of the fees paid under Schedules B & 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

Declaration by Student

I hereby declare that all the information I have provided is true and accurate and understand that the refund is subject to Kaplan's Singapore approval.

Student's Signature: 签名 Date : 日期

Updated on 18 November 2015

Kaplan Learning Institute
Course Withdrawal and Refund Form

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SRO/PM Checklist

Any refund fee involved?

☐ **Yes. Amount Refunded:** _____ ☐ No
(Please allow 7 working days to process cheque refund)

☐ **STP cancelled on** _____ **by** _____

☐ **FPS cancelled on** _____ **by** _____
(FPS will be cancelled within 3 working days upon withdrawal of course)

Remarks : _____

_____

_____

_____

Received by : _____ Date Received : _____
(Name of SRO/PM) (dd/mm/yy)

Processed by : _____ Date Received : _____
(Name of SRO/PM) (dd/mm/yy)

Approved by : _____ Date Received : _____
(Name of Program Director) (dd/mm/yy)

Updated on 18 November 2015