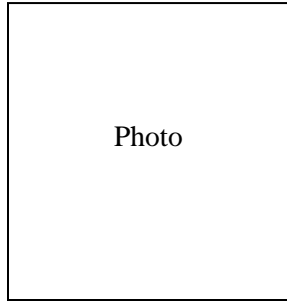


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Ref:



Student Application form for Part-Time Programmes

Kaplan Higher Education Institute Certificate Programmes		
<i>Certificate in</i>		
<input type="checkbox"/> Counselling <input type="checkbox"/> Logistics and Supply Chain Management		
Kaplan Global Diploma		
<i>Diploma in Commerce</i>		
<input type="checkbox"/> Business Administration <input type="checkbox"/> General Studies <input type="checkbox"/> Logistics and Supply Chain Management	<input type="checkbox"/> Business Economics <input type="checkbox"/> Hospitality and Tourism Management <input type="checkbox"/> Marketing Management	<input type="checkbox"/> Finance and Banking <input type="checkbox"/> Human Resource Management <input type="checkbox"/> Sales & Retail Management
Kaplan Higher Education Institute Diploma Programmes		
<i>Diploma in</i>		
<input type="checkbox"/> Accountancy <input type="checkbox"/> Computer Forensics <input type="checkbox"/> Health Services Management <input type="checkbox"/> Mass Communications	<input type="checkbox"/> Business and Information Management <input type="checkbox"/> Counselling <input type="checkbox"/> Information Technology <input type="checkbox"/> Property Management	<input type="checkbox"/> Business and Law <input type="checkbox"/> Events Management <input type="checkbox"/> Legal Studies <input type="checkbox"/> Web Technologies
Kaplan Higher Education Institute Advanced Diploma Programmes		
<i>Advanced Diploma in</i>		
<input type="checkbox"/> Finance <input type="checkbox"/> Management <input type="checkbox"/> Marketing		
Kaplan Higher Education Institute Professional Diploma Programmes		
<i>Professional Diploma in</i>		
<input type="checkbox"/> Accounting and Business Finance <input type="checkbox"/> Banking and Investment Management		

Closing Date:

Before submitting this application, please ensure that you have enclosed all items under 'Checklist' (5).

1. Personal Details

Name in English as in Passport or Identity Card (Underline Surname)		Name in Chinese (if Applicable)	
Gender (please tick)	Marital Status (please tick)	Age	Date of Birth (DDMMYYYY)
<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Single <input type="checkbox"/> Married		
NRIC or Passport No	FIN No. (if applicable)	Nationality (if not a Singaporean)	

Home Address			
Home Tel	Mobile No.		Email Address
Full Name of Guardian (For students below 18 years old)	NRIC/Passport/Fin of Guardian	Contact No. of Guardian	Email of Guardian

2. Education and Qualifications

Certified copies of academic certificates and transcripts/result slips.

Year of Graduation	School/ Country	Qualification/ Major
Year of Graduation	School/ Country	Qualification/ Major
Year of Graduation	School/ Country	Qualification/ Major

Other courses or study undertaken:

Year	Institution	Qualification
------	-------------	---------------

3. Career Summary

Period: From _____ to _____	Employer	Job Title
Period: From _____ to _____	Employer	Job Title

4. Additional Information

- (a) Have you applied for other programmes offered by Kaplan Higher Education Academy/ Kaplan Higher Education Institute?

Yes / No

If yes, please state the following:

Name of programme : _____

Date of application : _____

(b) Please indicate how you came to know about this course for which you are applying.

- Newspaper: _____ Brochure mailer
 Internet From a friend of colleague
 From our student:

Name: _____ Program: _____ Intake No.: _____

(c) Are you sponsored by any organisation?

Yes / No

(d) Request for exemptions with highest qualification and working experience?

Yes / No

If yes, please submit copy of relevant educational documents, letter of employment and personal CV for assessment purpose.

5. Checklist

The application package must contain the following items:

- (a) A duly completed application form
- (b) Certified copies of NRIC/Passport, academic/training certificate and transcripts
- (c) Detailed Resume (If Applicable)
- (d) Two passport-sized photographs
- (e) Pre-course counselling checklist
- (f) Academic/professional reference
- (g) Application fee S\$74.90 (inclusive of GST)

The complete application package should be returned to:

Director, Diploma Programmes (Part-Time)
Kaplan Higher Education Institute Pte Ltd
Kaplan City Campus @ Wilkie Edge, 8 Wilkie Road, #02-01, Singapore 228095
Tel: (65) 6733 1877 Fax: (65) 6225 3605 Email: info.sg@kaplan.com
BRN: 198600044N

6. Updates from Kaplan

I agree to receive marketing and promotional updates from Kaplan via:

- SMS Phone Email

7. Declaration and Authorisation

I hereby apply for the above-mentioned program. I declare that the information given in this form is true and complete. I understand that if falsified information is submitted, admission will be rescinded. I have read the program prospectus and will comply with all conditions, rules and regulations of Kaplan Higher Education Institute.

Applicant's Signature

Date

Note: For students below 18 years old, the parent/guardian will be required to sign the Student Contract upon approval of application to confirm acceptance of offer subsequently.

For official use only

Admission is Recommended Not Recommended



Student's Name: _____

Ref: _____

Electives for Diploma in Commerce (General Studies)

If electives are for articulation into a specific degree program with our list of Global Diploma university partners, you need to speak with our sales consultant to select the correct elective combination.

Tick (✓) to select 4 electives.

- | | |
|---|---|
| <input type="checkbox"/> Business Information Systems | <input type="checkbox"/> Issues in International Business |
| <input type="checkbox"/> Commercial Law | <input type="checkbox"/> Marketing Communications |
| <input type="checkbox"/> Consumer Behaviour | <input type="checkbox"/> Marketing Principles |
| <input type="checkbox"/> Corporate Finance | <input type="checkbox"/> Principles of Banking & Finance |
| <input type="checkbox"/> International HR Management | <input type="checkbox"/> Principles of Logistics Management |
| <input type="checkbox"/> International Marketing | <input type="checkbox"/> Project Management |

Applicant's Signature

Date



PRE-COURSE COUNSELLING FORM

SECTION A: STUDENT'S PARTICULARS

Name of Student (as in NRIC / Passport)	NRIC / Passport No.
Highest Qualification	Name Of Institution
Course Applied for	

** Please Tick (✓) or indicate NA if not applicable:*

SECTION B: PROGRAMME & SCHOOL INFORMATION

Student has been briefed on the following:	
<input type="checkbox"/>	School Information - Kaplan Higher Education Institute location, campus facilities and infrastructure and accreditation
<input type="checkbox"/>	Course Information - Name of award, Awarding Body, Course Structure, Intake, Course Duration, Outlines
<input type="checkbox"/>	Entry Requirements
<input type="checkbox"/>	Counselling and Student Support service available

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 Kaplan Higher Education Institute.
<input type="checkbox"/>	The payment modes and methods acceptable by Kaplan Higher Education Institute, including available installment schemes where applicable, and that all payments must be made to Kaplan Higher Education Institute only.
<input type="checkbox"/>	Advisory Note and Student Contract has to be signed and dated before payment can be made.

SECTION D: FEE PROTECTION SCHEME AND STUDENT CONTRACT

Student has been briefed on the following:	
<input type="checkbox"/>	The Fee Protection Scheme (FPS) that Kaplan Higher Education Institute has in place for students.
<input type="checkbox"/>	Both local and international students enrolled into Kaplan are covered under Lonpac Insurance. The scheme covers course fees excluding GST. A copy of Certificate of Insurance (COI) will be given to students. It contains information such as ID/FIN Number, course title and duration, premium paid, amount insured and period of coverage.
<input type="checkbox"/>	The Terms & Conditions stated in the Student Contract have been explained and fully understood by the student.



PRE-COURSE COUNSELLING FORM

SECTION E: MEDICAL INSURANCE DECLARATION

Student has been briefed on the CPE Medical Insurance requirements.

Student has been briefed on the exemptions from Medical Insurance and will be required to sign the Declaration form where applicable. (Not Applicable for International student)

SECTION F: COUNCIL 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 Council facilitates capability development efforts to uplift standards in the local private education industry.

For more information please visit the CPE website at www.cpe.gov.sg

SECTION G: WITHDRAWAL/REFUND/ TRANSFER POLICY AND PROCEDURE OF

Student has been briefed on the following:

Kaplan Higher Education Institute Refund Policy and Procedures.

Kaplan Higher Education Institute Transfer/ Withdrawal Policy and Procedures.

Kaplan Higher Education Institute Refund Policy

% of [the aggregate amount of the fees paid	If Student's written notice of withdrawal is received
100%	("Maximum Refund") 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

Cooling-Off Period

Kaplan Higher Education Institute shall, within 7 working days of notifying the student in writing of above circumstances (i) to (iv), provide the student with information and details of the alternative confirmed course arrangement to allow the student to make timely and appropriate decision on the alternative arrangement. Kaplan Higher Education Institute offers a 7-day cooling off period to students who wish to withdraw after signing their student contract. Students will receive the maximum refund of the course fees if they withdraw within 7 days of signing the student contract. All withdrawal requests must be presented to Kaplan Higher Education Institute officially in writing.

In the event that a student wishes to withdraw from the program, the application fee and the 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.cpe.gov.sg



PRE-COURSE COUNSELLING FORM

SECTION H: UPDATES FROM KAPLAN

I agree to receive marketing and promotional updates from Kaplan via:

SMS Phone Email

SECTION I: DECLARATION

Staff/Agent: I hereby confirm that the above have 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.

Full name of Student

Signature of Student and Date



STUDENT INFORMATION/UPGRADE/REFERRAL FORM

Please provide the following details:

Course Name and awarding University/Institution:	Intake No:
Full Name (as it appears on passport/identity card):	
NRIC/Passport/FIN:	
Contact Number:	

Fill in the following if you are:

Referred by a Kaplan student

Full name of current student: _____

Contact number: _____

Programme and awarding University/Institution:

Intake number: _____

An existing Kaplan student

Programme and awarding University/Institution:

Intake number: _____

I am a new student and was not referred to Kaplan by an existing student

I hereby declare that the information I have provided on this form is true and factual.

Applicant Signature

Date

For Enrollment Office Use

Remarks: _____

Name of verifying personnel: _____

Designation: _____

Signature

Date