



## Application for Admission Bachelor of Science (Honours) Degree (Part-time)

**Specialising in** *(please tick one only)*

- |   |   |
|---|---|
| <input type="checkbox"/> Accounting             | <input type="checkbox"/> Financial Management     |
| <input type="checkbox"/> Accounting and Finance | <input type="checkbox"/> Management and Marketing |
| <input type="checkbox"/> Banking and Finance    |   |

*Before submitting this application please ensure that you have enclosed all items under "Checklist" (10)*

1. Personal Details (Please write in BLOCK LETTERS)			
<b>Name</b> <small>(as per NRIC/ Passport)</small>	Family name	Given name(s) and title	Known as
<b>NRIC/Passport</b>	Number	Country of issue	
<b>Date of Birth</b>	Day	Month	Year
<b>Country of Birth</b>		Citizenship	
<b>Mailing Address</b>			
<b>Home Address</b> <small>(if different to mailing address)</small>			
<b>Contact Number: Mobile</b>		<b>Contact Number: Home</b>	
<b>Email Address</b>			

2. Career Summary				
<b>Company name &amp; address</b>	<b>Job title and main responsibilities</b>	<b>Start date</b>	<b>End date</b>	<b>Main language of business used in the company</b>
1. 2. 3.				
<b>Company Sponsored</b>	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
<b>Contact Person</b>				
<b>Contact Number</b>				

3. Education and Qualifications (Certified copies of degree, diploma and official transcripts must be attached – see Section 10 below)					
Start date	End date	Name of Institution	Course Title	Qualification Date, Award and Grade	Language of Study

**4. English Language Proficiency**

Is English your first language?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you taken an English Language Proficiency test in the last 12 months?		Yes <input type="checkbox"/> <i>please include date of test</i>	No <input type="checkbox"/>
Type of Test (Tick and include scores)	IELTS <input type="checkbox"/> Overall Writing Reading Speaking Listening	TOEFL <input type="checkbox"/> Paper Based  Internet Based	Pearson <input type="checkbox"/>  GCSE/iGCSE <input type="checkbox"/>
		Cambridge <input type="checkbox"/>	

**5. Expression of Interest**

(Please state your motivation for seeking admission onto this programme)


**6. Career Objectives**

(please outline your career objectives)


**7. Declaration**

I hereby apply for admission to the Bachelor of Science degree programme. I declare that the information on this form is true and complete. I understand that if falsified information is submitted, admission will be rescinded. If accepted as a student, I will comply with all conditions, rules and regulations of the University of Essex and its representatives. I further understand that this information will be shared between Kaplan Higher Education Institute and the University of Essex. I acknowledge that the University of Essex and Kaplan Higher Education Institute reserve the right to alter any programme or course content, admission requirement, or fee without prior notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**8. Checklist**

The completed application form must be accompanied by the following items:

- Photocopies of Diploma, Certificates, Transcripts and English Language Test Certifications verified by Kaplan
- Full course syllabus and grading system in the case of non-standard applications
- Photocopy of your NRIC or Passport
- Programme application fee

The complete application package should be returned to:

**Director**  
**University of Essex BSc (Honours) Programmes**  
**Kaplan Higher Education Institute**  
**8 Wilkie Road #02-01 Wilkie Edge**  
**Singapore 228095**  
**Tel: 6733 1877**  
**Fax: 63095832**  
**Website: [www.kaplan.com.sg](http://www.kaplan.com.sg)**

## PRE-COURSE COUNSELLING FORM



### SECTION A: STUDENT'S PARTICULARS

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

#### **For Students on SVP, LTVP, EP, WP and Dependent Pass:**

- (1) 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 has a valid pass to remain in Singapore during the course of his/her study. 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.
  
- (2) In the event that the student does not have a valid pass to attend any part of the programme, there will be no refund of course fees, and the student may not fulfill the requirement of course completion, thus not being able to complete the programme enrolled.

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

### SECTION B: PROGRAMME & SCHOOL INFORMATION

Student has been briefed on the following:	
	School Information - Kaplan Higher Education Institute location, campus facilities and infrastructure and accreditation
	Programme Information - Name of award, Awarding Body, Programme Structure, Intake, Programme Duration, Outlines
	Entry Requirements
	Counselling and Student Support services available

### SECTION C: FEES PAYABLE AND PAYMENT METHODS

**\*Not applicable to short and waived programmes**

Student has been briefed on the following:	
	The tuition fees, non-tuition fees and any other relevant fees payable to Kaplan Higher Education Institute.
	The payment modes and methods acceptable by Kaplan Higher Education Institute, including available instalment schemes where applicable, and that all payments must be made to Kaplan Higher Education Institute only.
	Advisory Note and Student Contract have to be signed and dated before payment can be made.

### SECTION D: SKILLSFUTURE CREDIT (SFC) AND SKILLS DEVELOPMENT FUND (SDF), IF APPLICABLE

**\*Not applicable to short and waived programmes**

Student has been briefed on the following:	
	The eligibility and the claim procedures of SFC. More details can be found on <a href="http://www.skillsfuture.sg/credit">www.skillsfuture.sg/credit</a>
	The eligibility and the claim procedures of SDF. More details can be found on <a href="http://www.skillsconnect.gov.sg">www.skillsconnect.gov.sg</a>
	It is the sole responsibility of the student to apply for the SFC approval. The student has 60 days before the start of the programme up till the day of programme commencement to do so. More details can be found on <a href="http://www.skillsfuture.sg/credit">www.skillsfuture.sg/credit</a> .
	It is the sole responsibility of the student to update SSG should the student have the intention to withdraw, transfer, or defer the study of selected programme before start of the programme for SFC. Once the programme has commenced, the student will not be allowed to cancel his submission of SFC.
	The student needs to comply with Kaplan's policies e.g. refund and withdrawal policy upon programme commencement. Any refund of the SFC portion will be credited back to the student's SFC account with SSG as required by SSG.



## PRE-COURSE COUNSELLING FORM

### SECTION E: FEE PROTECTION SCHEME AND STUDENT CONTRACT

**\*Not applicable to short and waived programmes**

Student has been briefed on the following:

The Fee Protection Scheme (FPS) that Kaplan Higher Education Institute has in place for students.

Both local and international students enrolled into Kaplan are covered under Lonpac Insurance. The scheme covers programme fees excluding GST. A copy of Certificate of Insurance (COI) will be given to students. It contains information such as ID/FIN Number, programme title and duration, premium paid, amount insured and period of coverage.

The Terms & Conditions stated in the Student Contract have been explained and fully understood by the student.

### SECTION F: COMMITTEE 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 Committee 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](http://www.cpe.gov.sg)

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

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%	More than [60] days before the programme commencement date
70%	Before, but not more than [60] days before the programme commencement date
30%	Before, but not more than [30] days before the programme commencement date
10%	Before, but not more than [7] days before the programme commencement date
0%	On or after the programme commencement date

#### Refund for Withdrawal Due to Non-Delivery of Programme:

The PEI will notify the Student within three (3) working days upon knowledge of any of the following:

- It does not commence the Programme on the Programme Commencement Date;
- It terminates the Programme before the Programme Commencement Date;
- It does not complete the Programme by the Programme Completion Date;
- It terminates the Programme before the Programme Completion Date;
- It has not ensured that the Student meets the Programme entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE.

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Programme 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 programme for any reason other than those stated in (i) to (vi), 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.

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 the refund table) 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 programme or not.

In the event that a student wishes to withdraw from the programme, the application fee is 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](http://www.cpe.gov.sg) .

**SECTION H: CONFIDENTIALITY CLAUSE**

This information you have provided will be treated with strictest confidentiality and in accordance to the Kaplan Private Policy. <http://www.kaplan.com.sg/about/privacy-policy/>. By signing this form, you give consent to our use of your information.

**SECTION I: 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.

\_\_\_\_\_  
Full Name of Student

\_\_\_\_\_  
Signature of Student and Date

**SECTION J: UPDATES FROM KAPLAN**

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

SMS

Phone

Email

## STUDENT INFORMATION/UPGRADER/REFERRAL FORM

Please provide the following details:

<b>Programme Name and Awarding University/Institution:</b>	<b>Intake No.</b>
<b>Full Name</b> (as appears in Passport/Identity Card):	
<b>NRIC/Passport/FIN No.</b>	
<b>Contact Number:</b>	

Fill in the following if you are:

**An existing Kaplan Student**

Programme and Awarding University/Institution:

\_\_\_\_\_

Intake number

\_\_\_\_\_

**Referred by a Kaplan Official Student Recruitment Agent**

Name of Agency:

\_\_\_\_\_

Specific Agent Email Contact:

\_\_\_\_\_

(For receipt of document on behalf of students)

**Referred by a Kaplan Existing Student or Alumni**

Full Name of Student:

\_\_\_\_\_

Contact Number:

\_\_\_\_\_

Programme and Awarding University/Institution of Existing Student or Alumni:

\_\_\_\_\_

Intake number:

\_\_\_\_\_

I am a new student and was not referred to Kaplan by an existing student or recruitment agent.

**Declaration:**

I hereby declare that the information I have provided on this form is true and factual. I also authorise Kaplan to seek the necessary verification from the awarding institutions with regards to my qualifications.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**For Enrolment Office Use**

Remarks: \_\_\_\_\_

Name of verifying personnel: \_\_\_\_\_

Designation: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date