KAPLAN FINANCIAL
Part of Kaplan Learning Institute

NEW INTERNATIONAL STUDENT ENROLMENT FORM 2019

☐ New International Student ☐ Local Transfer Student

Which Preparatory Course are you interested in?

ACCA

☐ Jan ☐ Jul

☐ Applied Knowledge: _____

☐ Applied Skills: _____

☐ Strategic Professional: _____

☐ Options: _____

FIA

☐ Jan ☐ Mar ☐ Jul ☐ Sep

☐ Introductory modules: _____

☐ Intermediate modules: _____

☐ Diploma modules: _____

PEF

☐ Level 1 ☐ Jan ☐ Jul

☐ Level 2 ☐ Mar ☐ Sep

☐ Level 3 ☐ May ☐ Nov

Are you an ACCA/FIA registered student?

☐ Yes, my ACCA/FIA Registration No. is

☐ **No, I will register online before the stipulated deadline set by ACCA UK.**

Have you studied at Kaplan Learning Institute before? ☐ Yes ☐ No

Referral (agent/others), please specify: _____

Personal Information (all fields MUST be completed in full and BLOCK letters)			
Title	☐ Mr ☐ Miss ☐ Mrs		
Full Name as in Passport (Please underline surname)			
Date of Birth (DD/MM/YY)	Day: Month: Year:	**Gender**	☐ Male ☐ Female
Nationality		**Passport No.**	
FIN No.		**Name of PEI** (if currently under Student's Pass)	
Overseas Address			
Tel (with country and local area code)		**Mobile +65**	
Email Address			
In Case of Emergency Please contact (Overseas/Local)	**Name:**		
	Relationship with student:		
	Tel (with country and local area code):		
Address (if currently residing in Singapore)	Blk Street Name		
	Unit Postal Code		

Mode of Payment: ☐ Cash ☐ Nets ☐ Visa/Mastercard/Amex ☐ Cheque No.:

Payable to "Kaplan Learning Institute Pte Ltd"

Fee Protection Scheme (FPS)

☐ I am fully aware that I am required to opt in for FPS

Medical Insurance Coverage

☐ I am fully aware that I am required to purchase medical insurance coverage

Declaration by Student: 1) Kaplan Learning Institute is an "Approved Learning Partner – Student Tuition Platinum" accredited by ACCA. I authorise Kaplan Learning Institute to release my name and ACCA Registration Number to ACCA (UK) for the purpose of monitoring Kaplan Learning Institute's performance within the ALP. 2) I declare that I have read and fully understood the terms and conditions stated within this form and that the information I have provided is accurate to the best of my knowledge.

I would like to receive information and/or marketing offers from Kaplan Financial.

☐ Email ☐ SMS ☐ Phone

FOR OFFICE USE ONLY

New International Student Application Fee: $

Date: D D M M Y Y

Signature: _____ Date: D D M M Y Y Attended by: _____

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NEW INTERNATIONAL STUDENT APPLICATION CHECK-LIST

NEW INTERNATIONAL STUDENT

I have submitted the following documents to Kaplan Financial:

- ☐ Kaplan International Student Application Form
- ☐ ICA Singapore Form 16 and V36 (Completed and signed)
- ☐ Two recent passport-sized photographs (WHITE background)
- ☐ Student's Passport (Photocopy)
- ☐ Student's Birth Certificate (Certified true copy)
- ☐ Student's Official Educational Certificate (Certified true copy)
- ☐ Transcripts (Certified true copy)
- ☐ Banks statements deposit (advisable S$40,000)
  (This is applicable for visa-required countries except Malaysia, Vietnam, Brunei, Indonesia)
- ☐ Student & Parents' Letter of Employment (if applicable)
- ☐ Student's Marriage Certificate (if applicable)

LOCAL TRANSFER STUDENT

I have submitted the following documents to Kaplan Financial:

- ☐ Kaplan International Student Enrolment Form
- ☐ ICA Singapore Form 16 (Completed and signed)
- ☐ Two recent passport-sized photographs (WHITE background)
- ☐ Student's Passport (Photocopy)
- ☐ Current Student's Pass (Photocopy)
- ☐ Student's Birth Certificate (Certified true copy)
- ☐ Highest Qualification Certificates and Transcripts

Note: Official translation of documents is required if they are not in English Language.

All documents have to be submitted to Kaplan Learning Institute Pte Ltd at least 45 working days before course commencement.

Payment Information

Telegraphic Transfer (TT) Information

Account Name: Kaplan Learning Institute Pte Ltd
Account number: 047-315650-001
Bank Name: HK and Shanghai Banking Corp Ltd
Currency: SGD
Country: Singapore
Swift Code: HSBCSGSG
Branch Name: Collyer Quay Singapore
Product Type: Current Account
Bank Address: 21 Collyer Quay Level 1, HSBC Building, Singapore 049320

*Note: For Telegraphic Transfer (TT) payment, please **add additional S$30** for bank's service charge from the total payment.*

Bank Draft

You may issue a cheque or bank draft payable to **"Kaplan Learning Institute Pte Ltd"**

Note: For cheque or bank draft payment, there is no additional bank charge.

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TERMS & CONDITIONS

General:

- Procedures on course withdrawal, transfer and refund policy can be found in Kaplan Learning Institute (KLI) 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 bona-fide students will receive a Kaplan Student Access Card.
- KLI reserves the right to vary, amend or discontinue any or all of the discounts as it deems appropriate.
- KLI 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 venue for lectures should the circumstances so require.

- **Transfer Policy:**
  - **Transfer of Classes:** After enrolment, any transfer of class will be subject to availability. Transfer of class conducted by the same lecturer is subject to $20 admin fee; transfer to class conducted by a different lecturer will be subject to a $100 admin fee.
  - **Transfer of Courses and Intakes:** Student 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.

- **Refunds for Withdrawal Without Cause:** Where students withdraw from the Course, KLI shall review after receiving the student's written notice of withdrawal and refund to the Student 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:** KLI 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 of the fees already paid if the Student submits a written notice of withdrawal to the KLI within the cooling-off period, regardless of whether the Student has started the course or not. In the event that a student wishes to withdraw from the programme, 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.

- **March/September Exam Sittings:** KLI withdrawal and refund policies will also apply to students who wish 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
  - Local Transfer Student Application Fee
  - Student Membership fees payable to ACCA
  - Computer-based examination fee for Kaplan Financial programme

  The following fees are non-refundable *after commencement of classes:*
  - Fee Protection Scheme Insurance
  - Medical Insurance Premium (If Student's Pass Application is rejected by Immigration and Checkpoint Authority (ICA), Medical Insurance Premium will be refunded)
  - Supplementary Fee

- **Withdrawal Without Cause:** KLI will review all written notice of withdrawal supported by relevant documents on a case-by-case basis within 4 weeks. KLI will consider the following as grounds for request to withdraw:
  i. Overseas assignments of more than 1 month with official letter from company
  ii. Medical reasons certified by a Singapore registered doctor eg. hospitalisation
  iii. Pregnancy certified by a Singapore registered doctor
  iv. Reservist service of more than 1 month with official document
  v. 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 with relevant supporting documents.
  - All requests for withdrawal/refund are subject to KLI's approval.
  - The 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.
  - Where students have withdrawn/transferred from the course, material fees of $50 per course will be chargeable if student has collected the materials.
  - Strictly no refund for any withdrawal or transfer of class on or after commencement of lessons for students who already have access to MyKaplan Account.

- **Confidentiality Clause:** This information you have provided will be treated with strictest confidentiality and in accordance to the Kaplan Privacy Policy. http://www.kaplan.com.sg/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 (August 2018). Kaplan Learning Institute reserves the right to vary this information should the circumstances so require.

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