Chartered Accountant
SINGAPORE

KAPLAN FINANCIAL
Part of Kaplan Learning Institute

Preparatory Course for

Singapore CA Qualification (Foundation)

Revision Course Schedule
March 2019 Intake

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 Singapore Accountancy Commission (SAC) 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 a $20 admin fee; transfer to class conducted by a different lecturer will be subject to a $100 admin fee.

  Transfer of Courses and Intakes: Students 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	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

- **Non-Tuition Fees:** Student membership fees payable to Singapore Accountancy Commission (SAC) are not refundable.
- **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.
  - KLI will review all written notice of withdrawal supported by relevant documents on a case-by-case basis 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.
  - Where students have withdrawn/transferred from the course, material fees of $50 per course will be chargeable if student has collected the materials.
- **Confidentiality Clause:** The 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. SAC does not endorse, promote, review or warrant the accuracy of the products or services offered by KLI.

All information contained in this brochure is accurate at time of print (February 2019). KLI reserves the right to vary this information should the circumstances so require.

Kaplan Learning Institute Pte Ltd

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Chartered Accountant SINGAPORE

JOBSCENTRAL LEARNING ted BEST CORPORATE TRAINING PROVIDER WINNER 2018

PEOPLE'S CHOICE TOP3

edutrust SINGAPORE
Cert No. EDU-2-2022
Validity: 19/7/2015 - 18/7/2019

Registered with Committee for Private Education (CPE), part of SkillsFuture Singapore (SSG).
UEN: 199701260K Validity: 20/05/2018-19/05/2022

Preparatory Course for Singapore CA Qualification (Foundation)

COURSE PLANNER - REVISION TUITION PROGRAMME

(March 2019 - May 2019)

Revision Tuition Schedule

Principles of Financial Reporting
Lecturer: Yeo Ai Ling

No.	Date	Day	Time
1	31/03	Sun	10am - 1pm
2	31/03	Sun	2pm - 5pm
3	07/04	Sun	10am - 1pm
4	07/04	Sun	2pm - 5pm
5	14/04	Sun	10am - 1pm
6	14/04	Sun	2pm - 5pm
7	21/04	Sun	10am - 1pm
8	21/04	Sun	2pm - 5pm
9	26/05	Sun	10am - 1pm
10	26/05	Sun	2pm - 5pm

Advanced Financial Reporting
Lecturer: Kelly Ngo

No.	Date	Day	Time
1	29/03	Fri	6.45pm - 9.45pm
2	02/04	Tue	6.45pm - 9.45pm
3	09/04	Tue	6.45pm - 9.45pm
4	16/04	Tue	6.45pm - 9.45pm
5	23/04	Tue	6.45pm - 9.45pm
6	30/04	Tue	6.45pm - 9.45pm
7	14/05	Tue	6.45pm - 9.45pm
8	17/05	Fri	6.45pm - 9.45pm
9	21/05	Tue	6.45pm - 9.45pm
10	01/06	Sat	10am - 1pm

Accounting for Decision Making
Lecturer: Goh Soo Fung

No.	Date	Day	Time
1	03/04	Wed	6.45pm - 9.45pm
2	10/04	Wed	6.45pm - 9.45pm
3	17/04	Wed	6.45pm - 9.45pm
4	24/04	Wed	6.45pm - 9.45pm
5	29/04	Mon	6.45pm - 9.45pm
6	08/05	Wed	6.45pm - 9.45pm
7	15/05	Wed	6.45pm - 9.45pm
8	22/05	Wed	6.45pm - 9.45pm
9	25/05	Sat	9am - 12pm
10	25/05	Sat	1pm - 3pm

Financial Management
Lecturer: Richa Gupta

No.	Date	Day	Time
1	28/04	Sun	10am - 1pm
2	28/04	Sun	2pm - 5pm
3	03/05	Fri	6.45pm - 9.45pm
4	05/05	Sun	10am - 1pm
5	05/05	Sun	2pm - 5pm
6	10/05	Fri	6.45pm - 9.45pm
7	12/05	Sun	10am - 1pm
8	12/05	Sun	2pm - 5pm
9	17/05	Fri	6.45pm - 9.45pm
10	24/05	Fri	6.45pm - 9.45pm

Assurance
Lecturer: Yang Xiao Qi

No.	Date	Day	Time
1	04/04	Thu	6.45pm - 9.45pm
2	11/04	Thu	6.45pm - 9.45pm
3	18/04	Thu	6.45pm - 9.45pm
4	25/04	Thu	6.45pm - 9.45pm
5	02/05	Thu	6.45pm - 9.45pm
6	09/05	Thu	6.45pm - 9.45pm
7	16/05	Thu	6.45pm - 9.45pm
8	23/05	Thu	6.45pm - 9.45pm
9	30/05	Thu	6.45pm - 9.45pm
10	06/06	Thu	6.45pm - 9.45pm

Singapore Taxation
Lecturer: Marc Ng

No.	Date	Day	Time
1	31/03	Sun	10am - 1pm
2	07/04	Sun	10am - 1pm
3	14/04	Sun	10am - 1pm
4	21/04	Sun	10am - 1pm
5	28/04	Sun	10am - 1pm
6	28/04	Sun	2pm - 5pm
7	05/05	Sun	10am - 1pm
8	12/05	Sun	10am - 1pm
9	19/05	Sun	10am - 1pm
10	26/05	Sun	10am - 1pm
11	26/05	Sun	2pm - 5pm
12	02/06	Sun	10am - 1pm

IMPORTANT NOTES
Candidates are strongly encouraged to complete the Principles of Financial Reporting module prior to enrolling in the Advanced Financial Reporting module or the Assurance module.

Candidates are only allowed to enrol for a maximum of 3 modules.

EXEMPTIONS

Exemptions from Singapore Accountancy Commission (SAC)

- Students applying for exemptions from the Foundation Programme will be required to provide the SAC with relevant course outlines as evidence of knowledge and skills acquired in the core areas of the Academic Base.
- Students will need to produce a Notification of Acceptance email printout from the SAC when enrolling for the Foundation Programme.
- The exemption(s) granted by the SAC is/are only valid for 5 years from the date of the Notification of Acceptance email. Students will need to re-apply to the SAC for exemptions after the exemption period has lapsed.

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Chartered Accountant SINGAPORE

Singapore CA Qualification (Foundation) — March 2019 Enrolment Form

DESCRIPTION	FEES
Revision Programme (inclusive of Study Text) (10 sessions / 30 hours per subject)	
☐ Principles of Financial Reporting	S$650.00
☐ Advanced Financial Reporting	S$650.00
☐ Accounting for Decision Making	S$650.00
☐ Financial Management	S$650.00
☐ Assurance	S$650.00
☐ Singapore Taxation	S$850.00
Purchase of Study Text	
☐ Principles of Financial Reporting	S$107.00
☐ Advanced Financial Reporting	S$107.00
☐ Accounting for Decision Making	S$107.00
☐ Financial Management	S$107.00
☐ Assurance	S$107.00
☐ Singapore Taxation	S$107.00

Note: Above fees are in Singapore dollars and are inclusive of 7% GST.

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

☐ Referral (if any), please specify: _____

Title of Degree & Awarding Institution: _____

Country of Degree: ☐ Local ☐ Overseas

Did you Major in Accounting during your degree? ☐ Yes ☐ No

If answer is No, please state your major: _____

What modules have you been exempted from?

☐ Principles of Financial Reporting ☐ Advanced Financial Reporting ☐ Financial Management

☐ Assurance ☐ Accounting for Decision Making ☐ Singapore Taxation

Name (Mr/Mrs/Miss) as in Passport:

Date of Birth: D D M M Y Y

Address:

Unit: # Postal Code:

Company Name:

Designation:

NRIC No.: Gender: ☐ M ☐ F

Nationality: ☐ Singaporean ☐ PR ☐ WP ☐ EP ☐ S ☐ Others: _____ Fin No.: _____

For PR/WP/EP/S holder, please state your nationality: _____

Tel (O): +65 (H): +65

Mobile: +65

Email:

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

Payable to "Kaplan Learning Institute Pte Ltd"

Where did you learn about us?

☐ Newspaper (please state): _____ ☐ Magazine ☐ Internet

☐ Referral from a friend/colleague ☐ Others (please state): _____

☐ I agree to the terms and conditions stipulated on the overleaf.

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

☐ Email ☐ SMS ☐ Phone

Signature: _____ Date: D D M M Y Y

FOR OFFICE USE ONLY

Course Fee: $

Receipt No:

Date: D D M M Y Y

Attended by:

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