

The role of the additional representative if appointed is merely to receive the important notifications from Kaplan in order to update parents. The representative is not permitted to sign the official document or act on behalf of the parents.

2. 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.

3. Refund Policy

1. Refund for Withdrawal Due to Non-Delivery of Course:

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

- i. It does not commence the course on the Course Commencement Date
- ii. It terminates the Course before the Course Commencement Date
- iii. It does not complete the Course by the Course Completion Date
- iv. It terminate the Course before the Course Completion Date
- v. It has not ensured that the Student meets the course entry requirement

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

% of the amount of fees paid	If student's written notice of withdrawal is received
[100%]	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

In the event that a student wishes to withdraw from the programme, the application fee and the International student admin fee are not refundable. Students are liable to pay (where applicable) fees that are imposed by the government authorities or other external partners.

4. Pre-Course Counselling Checklist

I confirm I have been advised on/provided information of the following. Please tick(✓) or indicate "NA" if not applicable, in the box next to each item.

SECTION A: PROGRAMME & SCHOOL INFORMATION	
	School Information - Kaplan Higher Education Academy location, campus facilities and infrastructure and accreditation
	Course Information - Name of award, Awarding Body, Course Structure, Intake, Course Duration, Outlines
	Entry requirement, including requirement to complete the bridging modules or Extended Induction Programme (EIP) based on the admissions decision (where applicable)
	Counselling and Student Support service available
SECTION B: INTERNATIONAL STUDENT	
	Student pass application, procedures and documents required as well as the rules & regulations governing the issuance of a student pass.
	Advice on medical check-up, etc.
	Advice on personal and medical insurance
	Information on Singapore - relevant immigration rules and relevant laws of Singapore. Please refer to https://www.kaplan.com.sg/international-students/how-to-apply/ for further information.
	Do not engage in any form of employment or attend an industrial attachment/internship programme, whether paid or unpaid, without a valid work pass issued by Ministry of Manpower
SECTION C: FEES PAYABLE AND PAYMENT METHODS	
	The tuition fees, non-tuition fees and any other relevant fees payable to Kaplan Higher Education Academy.
	The payment modes and methods acceptable by Kaplan Higher Education Academy, including available instalment schemes where applicable, and that all payments must be made to Kaplan Higher Education Academy only.
	Advisory Note and Student Contract has to be signed and dated before payment can be made.
SECTION D: FEE PROTECTION SCHEME AND STUDENT CONTRACT	

	The Fee Protection Scheme (FPS) that Kaplan Higher Education Academy has in place for students.
	Both local and international students enrolled into Kaplan are covered under Lonpac Insurance. The scheme covers course fees including GST.
	The Terms & Conditions stated in the Student Contract have been explained and fully understood by the student.
SECTION E: MEDICAL INSURANCE DECLARATION	
	Student has been briefed on the Medical Insurance.
SECTION F: COMMITTEE FOR PRIVATE EDUCATION (CPE) IS PART OF SKILLSFUTURE SINGAPORE (SSG)	
	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 https://www.ssg-wsg.gov.sg/
SECTION G: WITHDRAWAL/REFUND/TRANSFER POLICY AND PROCEDURE	
	Kaplan Higher Education Academy Refund Policy and Procedures
	Kaplan Higher Education Academy Transfer/Withdrawal Policy and Procedures
SECTION H: FOR STUDENTS ON SVP, LTVP, EP, WP & DEPENDENT PASS	
	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 the event that the student does not have a valid pass to attend any part of the course, 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 course enrolled.
SECTION I: PERSONAL DATA PROTECTION	
	Any personal data you have provided (in particular, your personal identification details) will be treated with the strictest confidentiality and in accordance to the Kaplan Private Policy (http://www.kaplan.com.sg/privacy-policy/). By signing this form, you give consent to our use of your information according to our Kaplan Privacy Policy and the contents of our Kaplan Privacy Policy. This includes verification of your educational qualifications.
	You understand if your programme of choice is eligible for SkillsFuture Singapore funding, Kaplan will be required to provide your personal data to the government regulatory body, SkillsFuture Singapore, for their survey purposes. By signing this form, you acknowledge that you are aware of this.
	<i>For Under – 18 Students Only</i> You understand and consent to Kaplan releasing your personal data (for e.g academic results, attendance, conduct, etc) to your parents/legal guardian and for your parents/legal guardian to be copied on all correspondence between Kaplan and you as a condition of your continued enrolment as a student of Kaplan and your studies in the course/diploma degree programme of your choice
	<i>For Above – 18 Students Only</i> You understand and consent to Kaplan releasing your personal data (for e.g academic results, attendance, conduct, etc) to your parents/legal guardian upon request.
	You understand and consent to receiving academic, employability and graduate-related updates from Kaplan via: <input type="checkbox"/> SMS <input type="checkbox"/> Phone <input type="checkbox"/> Email
	You understand and consent to receiving marketing and promotional updates from Kaplan via: <input type="checkbox"/> SMS <input type="checkbox"/> Phone <input type="checkbox"/> Email
SECTION J: APPLICANTS WITH SPECIAL NEEDS	
	Please declare any disability/special needs/medical conditions. <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please give brief details of condition and type of assistance required. This information will be treated with the strictest confidence and is necessary so we can ensure we are able to provide the best support for the learning needs of the applicant, where possible. You may wish to provide the information and details directly to the Admissions Office instead

5. Application Document Checklist (please tick(✓) or indicate "NA" if not applicable.

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

Passport-sized photographs (on WHITE background)
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Payment Methods & Payable Account Details

Fees are payable by Cash, Cheque (Singapore Banks), NETS, Visa/Master/AMEX cards, Flywire and Telegraphic Transfer.

For payment by **cheque(s)**, please make payable to **Kaplan Higher Education Academy Pte Ltd.**

For payment by **Telegraphic Transfer**, you may refer below for the bank account information.

Bank Name	: DBS Bank
Bank Address	: 6 Shenton Way, DBS Building, Singapore 068809
Beneficiary's Name	: Kaplan Higher Education Academy Pte Ltd
Account Number/ Swift Code	: 001-900452-7 / DBSSSGSG
Beneficiary's address	: 1 Selegie Road #06-01, PoMo, Singapore 188306

Declaration:

Have you ever been refused entry into or deported from any country, including Singapore? YES / NO

Have you ever been convicted by a court of law in any country, including Singapore? YES / NO

Have you ever been prohibited from entering Singapore? YES / NO

Have you ever entered Singapore using a different Passport or Name? YES / NO

IF any of the answer is "YES", please furnish details on a separate sheet of paper

I hereby apply for admission to the abovementioned programme. I declare that the information given in this form is true and complete. I also authorise Kaplan to seek the necessary verification from the awarding institutions with regards to my qualifications. I understand that if falsified information is submitted, admission will be rescinded. I have read the programme prospectus and comply with all the conditions, rules and regulations of Kaplan Higher Education Academy Pte Ltd, EC-Council and the Immigration and Checkpoints Authority of Singapore.

Applicant Signature

Date

Full Name of Parent/ Legal Guardian Signature

Date

Note: For students below 18 years old, it is mandatory for the parent / legal guardian to sign on the Student Contract upon approval of application to confirm acceptance of offer.

For Enrolment Office Use

Remarks:

Name of verifying personnel/ designation:

Signature

Date

Please provide the following details

STUDENT INFORMATION/UPGRADER/REFERRAL FORM

Course Name and Awarding University/Institution:	Intake No.
Full Name (as it appears on passport/identity card):	
Date of Birth:	
Contact Number:	

Fill in the following if you are:

<input type="checkbox"/> An existing Kaplan Student	Programme and awarding University/Institution:	
	Intake Number:	Contact Number:
<input type="checkbox"/> Referred by a Kaplan Official Student Recruitment Agent	Name of Agency:	
	Specific Agent Email (<i>for receipt of document on behalf of students</i>):	
	Contact Number:	
<input type="checkbox"/> Referred by a Kaplan Existing Student or Alumni	Programme and awarding University/Institution:	
	Full Name of Student:	CT Number:
	Intake Number:	Contact Number:
<input type="checkbox"/> I am a new student and was not referred to Kaplan by an existing student or recruitment agent.		

Declaration:

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