

Student Application Form (International Students)

Photograph

(Please use superglue or double sided tape to stick the photo)

□ INTERNATIONAL DIRECT	Student's Name:
□ INTERNATIONAL LOCAL TRANSFER	Intake Month / Year:
Request for exemptions with highest qualifications?	□NO
The complete application package should be returned to: Kaplan Highe Kaplan City Campus @ Wilkie Edge, 8 Wilkie Road, #02-01, Singapore OR SCAN and EMAIL to apply.sg@kaplan.com to the respective Count	228095
Language Programmes	
□ Diploma in Professional Business English Programme (PBEP)	Level:
Foundation Programmes	
 □ Foundation Diploma □ Preparatory Course for Singapore-Cambridge General Certificate of E • Optional Additional Subjects (Circle as appropriate): Chinese/Geog 	
Kaplan Higher Education Academy Diploma Programmes	
Diploma in Commerce Business Administration Finance & Banking General Studies Logistics & Supply Chain Management Diploma in Accountancy Business & Information Management Business Events Management Information Technology Legal Studies	
Partner University Degree Programmes (Please also fill in the	ne University Application Forms)
Murdoch University, Australia Bachelor of Arts Bachelor of Business Bachelor of Science Graduate Certificate in Business Administration Master of Business Administration	(Please specify major:) (Please specify major:) (Please specify major:)
Northumbria University, UK Bachelor of Arts (Honours (Top-up) Master of Science	(Please specify major:) (Please specify major:)
Royal Holloway (University of London), UK Bachelor of Science (Honours) (Top-up)	(Please specify major:)
University College Dublin, Ireland Bachelor of Business Studies (Honours) (Top-up) Master of Science	(Please specify major:) (Please specify major:)
University of Essex, UK ☐ Bachelor of Science (Honours) (Top-up)	(Please specify major:)
University of Portsmouth, UK ☐ Bachelor of Arts (Honours) (Top-up) ☐ Bachelor of Science (Honours) (Top-up)	(Please specify major:) (Please specify major:)
Other Programmes:	
University/Instituition:	
Programme Name:	

APPLICATIO	ON		MPLI	ETE IN	FORI	MATIC	ON FO	OR A	MY	OF	THE	E FI	ELD	S B	EL	OW \	WIL	LR	ESU	LTI	N A	NON	N-PF	ROC	ESS	ING	OF	THIS	5		
Personal Details Name in English as in Passport or Identity Card (Underline Surname)														e tick Male	()				Race	е											
														Marital Status (please tick) □ Single □ Married □ Widowed □ Separated □ Divorced				Religion													
Birth Certific	Birth Certificate No. Date of Birth (DD/MM/YY) Age				F	ass	por	t No	D.			FII	N No	o. (I	f app	licab	le)				Nationality										
Home Cour	ntry Addr	ess					Pass appl (Dep Long Worl			ppli Dep ong	cab end Te	le lent rm \	Pas Visit	ss, Pas	s,	На	me	Со	untry	Tel	No.				Mob	ile N	No.				
Email Addre	ess																														
Singapore Address Name of Emergency Contact Person													ngar		Tel	No.					Sing			Mobile	e No						
(immediate				•		• •																									
Please Stat	te the Co	untries	you r	nave re	siaea	in for	1 yea	ar or	more	e, a	urin	g tn	ie ias	St 5	yea	ars.															
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□ Father Father	□ Mot	her	□ Le	egal Gu	ıardia	ın																									
Full Name of	Father			Contact Father	No of		Email Address of Father NRIC/Passport/FIN Number					oer																			
Mother																															
Full Name of	Mother			Contact Mother	No of		Em	Email Address of Mother											NI	RIC/I	Pass	port/F	IN N	Numb	er						
Legal Guar			1				1															1									
	Ill Name of Legal Guardian Contact No of Legal Email Address of Legal Guardian												N	RIC/I	Pass	port/F	IN N	Numb	er												

Email Address of Additional Representative

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.

Additional Representative (Optional)

Full Name of Additional

Representative

Guardian

Contact No of Additional Representative

NRIC/Passport/FIN Number

^{*}Should the applicant wish to list an individual other than the natural parent as a legal guardian, please provide Kaplan with a copy of the relevant court and/or legal documents (such as a Power of Attorney) to prove that the said individual is the legal guardian of the applicant.

2. Information Required for the Processing of a Student Pass

Declaration:

Have you ever been refused entry into or deported from any country, including Singapore?

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

A Applicantic National Depart	and I an Otan Dave			
A. Applicant's Natural Parent		Nationality	Booldontial Status in Singapore (Plagas tick appropriately):	Occupation
Full Name (as in travel document)	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately): Singapore Citizen/Permanent Resident NRIC:	Occupation
	Date of Birth: (DD / MM / YY)		□ Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.:	
			□ None of the Above	
Full Name (as in travel	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):	Occupation
document)	,		☐ Singapore Citizen/Permanent Resident NRIC:	
	Date of Birth: (DD / MM / YY)		Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.:	
			□ None of the Above	
Full Name (as in travel	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):	Occupation
document)			☐ Singapore Citizen/Permanent Resident NRIC:	
	Date of Birth: (DD / MM / YY)		□ Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.:	
			□ None of the Above	_
B. Applicant's Spouse (If app	licable)			
Full Name (as in travel	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):	Occupation
document)	, totalonomp.	, ransmany	□ Singapore Citizen/Permanent Resident NRIC:	
	Date of Birth: (DD / MM / YY)		Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.:	
			□ None of the Above	
C. Applicant's Siblings (If app	olicable)	II.		
Full Name (as in travel	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):	Occupation
document) `			□ Singapore Citizen/Permanent Resident NRIC:	
	Date of Birth: (DD / MM / YY)		□ Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.:	
			□ None of the Above	_
Full Name (as in travel	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):	Occupation
document)	, i		□ Singapore Citizen/Permanent Resident NRIC:	_
	Date of Birth: (DD / MM / YY)		□ Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.:	-
			□ None of the Above	
Full Name (as in travel document)	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately): Singapore Citizen/Permanent Resident NRIC:	Occupation
	Date of Birth: (DD / MM / YY)		Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.:	
			□ None of the Above	

Full Name (as in travel	Relationship:	Nationality	Residential Status in Singapore (Please tick appropriately):	Occupation		
document)			☐ Singapore Citizen/Permanent Resident NRIC:			
	Date of Birth: (DD / MM / YY)		Resident (Long Term Pass/Work Pass/Dependent Pass/etc) FIN No.:			
			□ None of the Above			
. Education and Qualification – <u>in chronological order from Secondary/High School</u> (Native and English translated certified copies of proof must be attached.)						

Name of School	Country	State/ Province	Language of Instruction (eg. English,	Period of	f Study	Highest Educational Qualification Academic/Professional	
			Chinese)	From (DD / MM / YY)	To (DD / MM / YY)	(If Honours degree, please state class/division)	

Applicant's Employment – in chronological order (If applicable)

Name of Company	Country	Employment Period	Employment Period		Nature of Duties
		From (DD/MM/YY)	To (DD/MM/YY)		

5. A	Applicant's Financial	& Support Details	(to be completed b	y applicant from \	/isa-required Countries)
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5. Applicant	s Financial & Support Details (to be completed by	applicant from	visa-required Countries)			
Applicant's Name	Monthly Average income for past 6 months:	Applicant's Spouse Name	Monthly Average Income for past 6 months:			
	Current Savings (eg. Fixed Deposit):		Current Savings (eg. Fixed Deposit):			
Applicant's Father Name	Monthly Average income for past 6 months:	Applicant's Mother Name	Monthly Average Income for past 6 months:			
	Current Savings (eg. Fixed Deposit):		Current Savings (eg. Fixed Deposit):			
Other Financial	Support from Immediate Family Members:					
☐ Yes (Please provide details on a separate sheet)						

6. 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.

Refund Policy

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:

- It does not commence the course on the Course Commencement Date
- It terminates the Course before the Course Commencement Date
- It does not complete the Course by the Course Completion Date
- iv. It terminate the Course before the Course Completion Date
- It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- The Student's Pass Application is rejected by Immigration and Checkpoints Authority (ICA)

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 under schedules B and C]	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

- 2. Refund for Withdrawal Due to Other Reasons:

 If the Student withdraws from the course for any reasons other than those stated I (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.
- 3. 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 course or not.

In the event that a student wishes to withdraw from the course, the application fee and 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 https://www.ssg.gov.sg/cpe/student-services/student-resources.html

8. Pre-Course Counselling Checklist

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

SECTION A: F	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:	NTERNATIONAL 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: F	EES 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: F	EE 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: N	IEDICAL INSURANCE DECLARATION
	Student has been briefed on the Medical Insurance.
SECTION F: C	OMMITTEE 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: V	VITHDRAWAL/REFUND/TRANSFER POLICY AND PROCEDURE
	Kaplan Higher Education Academy Refund Policy and Procedures
	Kaplan Higher Education Academy Transfer/Withdrawal Policy and Procedures
SECTION H: F	OR 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: PE	ERSONAL 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.
	For Under – 18 Students Only 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
	For Above – 18 Students Only 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: □ SMS □ Phone □ Email
	You understand and consent to receiving marketing and promotional updates from Kaplan via:
	□ SMS □ Phone □ Email
SECTION J: A	PPLICANTS WITH SPECIAL NEEDS
	Please declare any disability/special needs/medical conditions.
	□ YES □ 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.

The completed application form must be accompanied	d by the following items:
Copy of Passport (page with personal details) and n (Native & English translated)	notarised copies of <u>Birth Certificate</u> & <u>Family Card</u> if applicable.
Certified copies of diploma, certificate and transcript	ts (Native and English translated language)
Application Fee - S\$492.20 (inclusive of GST; non-r Please provide *Proof of Payment for Telegraphi	
Passport-sized photographs (on WHITE background	d)
	ods & Payable Account Details s), 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 overseas remittances through Flywire , ple	ease make payment via <u>www.pay.kap.sg</u> (Programme fee only)
For payment by Telegraphic Transfer Bank Name Bank Address Beneficiary's Name Account Number/ Swift Code Beneficiary's address	you may refer below for the bank account information. : DBS Bank : 6 Shenton Way, DBS Building, Singapore 068809 : Kaplan Higher Education Academy Pte Ltd : 001-900452-7 / DBSSSGSG : 1 Selegie Road #06-01, PoMo, Singapore 188306
	m is true and factual. I also authorise Kaplan to seek the necessary verification will comply with all the conditions, refund policy, rules and regulations of Kapla gration and Checkpoints Authority of Singapore.
Applicant's Full Name:	Name and Intake of Course Applied For:
Applicant Signature	Date
Full Name & Signature of Parent / Legal Guardian Signature	Date
Note: For students below 18 years old, it is mandatory for the parent/ acceptance of offer.	legal guardian to sign on the Student Contract upon approval of application to confirm
For Enrolment Office Use	
Remarks:	
Name of verifying personnel/ Designation:	
 Signature	 Date

9. Application Document Checklist (please tick($\sqrt{}$) or indicate "NA" if not applicable, in the box next to each item)



BRN: 199409389H



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 No:		
Fill in the following if you are:		
An existing Kaplan Student Programme and Awarding University/Institution:		
	Intake No:	Contact No:
□ Referred by a Kaplan Official Student Recruitment Agent	Name of Agency:	
	Specific Agent Email (for receipt of document on behalf of students):	
	Contact No:	
□ Referred by a Kaplan Existing Student or Alumni	Programme and Awarding University/Institution:	
	Full Name of Student:	CT No:
	Intake No:	Contact No:
□ 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. I will comply with all the conditions, refund policy, rules and regulations of Kaplan Higher Education Academy Pte Ltd, the University and the Immigration and Checkpoints Authority of Singapore.		
Applicant Signature		Date
Full Name & Signature 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.		