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Ref:



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Student Application Form for Part-Time Programmes

Kaplan Higher Education Institute Certificate Programmes					
<i>Certificate in</i>					
<input type="checkbox"/> Counselling					
<input type="checkbox"/> Logistics and Supply Chain Management					
Kaplan Global Diploma					
<i>Diploma in Commerce</i>					
<input type="checkbox"/> Business Administration	<input type="checkbox"/> Business Economics	<input type="checkbox"/> Finance and Banking			
<input type="checkbox"/> General Studies	<input type="checkbox"/> Hospitality and Tourism Management	<input type="checkbox"/> Human Resource Management			
<input type="checkbox"/> Logistics and Supply Chain Management	<input type="checkbox"/> Marketing Management	<input type="checkbox"/> Sales & Retail Management			
Kaplan Higher Education Institute Diploma Programmes					
<i>Diploma in</i>					
<input type="checkbox"/> Accountancy	<input type="checkbox"/> Business and Information Management	<input type="checkbox"/> Business and Law			
<input type="checkbox"/> Computer Forensics	<input type="checkbox"/> Counselling	<input type="checkbox"/> Events Management			
<input type="checkbox"/> Health Services Management	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Legal Studies			
<input type="checkbox"/> Mass Communications	<input type="checkbox"/> Property Management	<input type="checkbox"/> Web Technologies			
Kaplan Higher Education Institute Advanced Diploma Programmes					
<i>Advanced Diploma in</i>					
<input type="checkbox"/> Finance					
<input type="checkbox"/> Management					
<input type="checkbox"/> Marketing					
Kaplan Higher Education Institute Professional Diploma Programmes					
<i>Professional Diploma in</i>					
<input type="checkbox"/> Accounting and Financial Service					
<input type="checkbox"/> Banking and Investment Management					

Closing Date:

Before submitting this application, please ensure that you have enclosed all items under 'Checklist' (5).

1. Personal Details

Name in English as in Passport or Identity Card (Underline Surname)			Name in Chinese (if applicable)
Gender (please tick)	Marital Status (please tick)	Age	Date of Birth (DDMMYYYY)
<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Single <input type="checkbox"/> Married		
NRIC or Passport No.	FIN No. (if applicable)	Nationality (if not a Singaporean)	

Home Address			
Home Tel	Mobile No.		Email Address
Full Name of Guardian (For students below 18 years old)	NRIC/Passport/Fin of Guardian	Contact No. of Guardian	Email of Guardian

2. Education and Qualifications

Certified copies of academic certificates and transcripts/result slips.

Year of Graduation	School / Country	Qualification / Major
Year of Graduation	School / Country	Qualification / Major
Year of Graduation	School / Country	Qualification / Major

Other courses or study undertaken:

Year	Institution	Qualification
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3. Career Summary

Period: From _____ to _____	Employer	Job Title
Period: From _____ to _____	Employer	Job Title

4. Additional Information

- (a) Have you applied for other programmes offered by Kaplan Higher Education Academy/ Kaplan Higher Education Institute?

Yes / No

If yes, please state the following:

Name of programme : _____

Date of application : _____

(b) Please indicate how you came to know about this course for which you are applying.

- ☐ Newspaper: _____ ☐ Brochure
☐ Internet ☐ From a friend or colleague
☐ From our student:

Name: _____ Programme: _____ Intake No.: _____

(c) Are you sponsored by any organisation?

Yes / No

(d) Request for exemptions with highest qualification and working experience?

Yes / No

If yes, please submit copy of relevant educational documents, letter of employment and personal CV for assessment purpose.

5. Checklist

The application package must contain the following items:

- (a) A duly completed application form
- (b) Certified copies of NRIC/Passport, academic/training certificate and transcripts
- (c) Academic/professional reference
- (d) Two passport-sized photographs
- (e) Detailed Resume (if applicable)
- (f) Pre-course counselling checklist
- (g) Application fee of S\$74.90 (inclusive of GST)

The complete application package should be returned to:

Director, Diploma Programmes (Part-Time)
Kaplan Higher Education Institute Pte Ltd
Kaplan City Campus @ Wilkie Edge, 8 Wilkie Road, #02-01, Singapore 228095
Tel: (65) 6733 1877 Fax: (65) 6225 3605 Email: info.sg@kaplan.com
BRN: 198600044N

Payment Methods & Payable Account Details

Fees are payable by cash, cheque, credit card (VISA/Mastercard) and NETS.

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

6. Updates from Kaplan

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

☐ SMS

☐ Phone

☐ Email

Declaration and Authorisation

I hereby apply for the above-mentioned programme. I declare that the information given in this form is true and complete. I understand that if falsified information is submitted, admission will be rescinded. I have read the programme prospectus and will comply with all conditions, rules and regulations of Kaplan Higher Education Institute.

Applicant's Signature

Date

Note: For students below 18 years old, the parent/guardian will be required to sign the Student Contract upon approval of application to confirm acceptance of offer subsequently.

For official use only

Admission is

☐ Recommended

☐ Not Recommended



Student's Name: _____

Ref: _____

Electives for Diploma in Commerce (General Studies)

If electives are for articulation into a specific degree programme with our list of Global Diploma university partners, you need to speak with our sales consultant to select the correct elective combination.

Tick (✓) to select **4** electives.

- | | |
|---|---|
| <input type="checkbox"/> Business Information Systems | <input type="checkbox"/> Issues in International Business |
| <input type="checkbox"/> Commercial Law | <input type="checkbox"/> Marketing Communications |
| <input type="checkbox"/> Consumer Behaviour | <input type="checkbox"/> Marketing Principles |
| <input type="checkbox"/> Corporate Finance | <input type="checkbox"/> Principles of Banking & Finance |
| <input type="checkbox"/> International HR Management | <input type="checkbox"/> Principles of Logistics Management |
| <input type="checkbox"/> International Marketing | <input type="checkbox"/> Project Management |

Applicant's Signature

Date

PRE-COURSE COUNSELLING FORM



SECTION A: STUDENT'S PARTICULARS

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

** 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
	Course Information - Name of award, Awarding Body, Course Structure, Intake, Course Duration, Outlines
	Entry Requirements
	Counselling and Student Support service available

SECTION C: FEES PAYABLE AND PAYMENT METHODS

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 installment schemes where applicable, and that all payments must be made to Kaplan Higher Education Institute 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

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 course fees including GST. A copy of Certificate of Insurance (COI) will be given to students. It contains information such as ID/FIN Number, course 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.

PRE-COURSE COUNSELLING FORM



SECTION E: MEDICAL INSURANCE DECLARATION

	Student has been briefed on the CPE Medical Insurance requirements.
	Student has been briefed on the exemptions from Medical Insurance and will be required to sign the Declaration Form where applicable. (Not Applicable for International student)

SECTION F: COUNCIL 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 Council 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

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 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

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 terminates the Course before the Course Completion Date;
- v. 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
- vi. 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.

Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course 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 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.

SECTION I: DECLARATION

Staff/Agent: I hereby confirm that the above have 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 H: UPDATES FROM KAPLAN

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

☐ SMS

☐ Phone

☐ Email



STUDENT INFORMATION/UPGRADE/REFERRAL FORM

Please provide the following details:

Course Name and Awarding University/Institution:	Intake No:
Full Name (as it appears on passport/identity card):	
NRIC/Passport/FIN No.:	
Contact Number:	

Fill in the following if you are:

☐ **Referred by a Kaplan Student**

Full Name of Current Student: _____

Contact Number: _____

Programme and Awarding University/Institution:

Intake number: _____

☐ **An existing Kaplan Student**

Programme and awarding University/Institution:

Intake number: _____

☐ **I am a new student and was not referred to Kaplan by an existing student.**

I hereby declare that the information I have provided on this form is true and factual.

Applicant Signature

Date

For Enrollment Office Use

Remarks: _____

Name of verifying personnel: _____

Designation: _____

Signature

Date