

Photograph

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

Student Application Form (International Students)

INTERNATIONAL DIRECT Student's Name: _ INTERNATIONAL LOCAL TRANSFER Intake Month/Year: _ Request for exemptions with highest qualifications? YES NO The complete application package should be returned to: Kaplan Higher Education Academy Pte Ltd Kaplan City Campus @ Wilkie Edge, 8 Wilkie Road, #02-01, Singapore 228095 Or SCANNED and EMAILED to apply.sg@kaplan.com to the respective Country Manager/Programme Consultant Language Programme Diploma in Professional Business English I evel: **Foundation Programme** Foundation Diploma **Diploma Programmes Diploma in Business Management** Finance and Banking **General Studies** Hospitality and Tourism Human Resource Logistics and Supply Chain Marketing Diploma in Accountancy **Business Management** Computer Forensics Counselling **Digital Marketing** Information Technology Legal Studies Mass Communication Psychology Sports and Exercise Science Partner University Degree Programmes (Please also fill in the University Application Forms) Murdoch University, Australia Bachelor of Arts Please specify major: _ **Bachelor of Business** Please specify major: **Bachelor of Communication** Please specify major: _ **Bachelor of Criminology** Please specify major: ___ Bachelor of Information Technology Please specify major: ___ Double Masters - Master of Business Administration - Master of Communication Master of Business Administration Master of Communication Graduate Certificate in Business Administration Graduate Certificate in Communication Northumbria University, UK Bachelor of Arts (Honours) (Top-up) 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) Please specify major: _ Master of Science 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) Please specify major: _

Other Programmes:

University/Institution: Programme Name:

PLEASE NOTE THAT INCOMPLETE INFORMATION FOR ANY OF THE FIELDS BELOW WILL RESULT IN THE NON-PROCESSING OF THIS APPLICATION.

1. Personal Details

Name in English as in Passport or Identity Card (underline surname)		Name in Chinese (if applicable)	Gender (please tick) Male	Race	
				Marital Status (please Single Widowed Divorced	se tick) Married Separated	Religion
Birth Certificate No.	Date of Birth (DD/MM/YY)	Age	Passport No.	FIN No. (if applicabl	e)	Nationality
Home Country Address		Pass Expiry Date (if applicable; for Dependant's Pass, Long-Term Visit Pass, Work Pass, etc.)	Home Country Tel N (indicate country coo		Mobile No. (indicate country code)	
Email Address						
Singapore Address				Singapore Tel No.		Singapore Mobile No.
Name of Emergency Contact Person (immediate family members/legal guardians only)				Relationship		
Email Address				Contact No. (indicat	e country code	
Please state the Count	tries you have resided	in for 1 year	or more, during the last	5 years		

Management of Applicants Under 18 Years Old

(The following fields are compulsory for any applicants below 18 years old to fill in; optional otherwise)

Please appoint one of the following to be the legal representative for the applicant. The representative will receive the official contract and other important notifications from Kaplan. This is only applicable to applicants below 18 years old.					
Father Mother Legal Guar	dian				
Father					
Full Name of Father	Contact No. of Father (indicate country code)	Email Address of Father	NRIC/Passport/FIN No.		
Mother					
Full Name of Mother	Contact No. of Mother (indicate country code)	Email Address of Mother	NRIC/Passport/FIN No.		
Legal Guardian*					
Full Name of Legal Guardian	Contact No. of Legal Guardian (indicate country code)	Email Address of Legal Guardian	NRIC/Passport/FIN No.		
Additional Representative (Optional)				
Full Name of Additional Representative	Contact No. of Additional Representative (indicate country code)	Email Address of Additional Representative	NRIC/Passport/FIN No.		

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

^{*}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 said individual is the legal guardian of the applicant.

2. Information Required for the Processing of a Student's Pass 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 answers is "YES", please furnish details on a separate sheet of paper.

	Parents and/or Ste	ep raieills		
Full Name	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)	Occupation
(as in travel document)			Singapore Citizen/Permanent Resident	
			NRIC No.	
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)	
	(DD/MIM/TT)		FIN No	
			None of the Above	
Full Name	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)	Occupation
(as in travel document)			Singapore Citizen/Permanent Resident	1
			NRIC No.	
	Date of Birth		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)	1
	(DD/MM/YY)		FIN No	
			None of the Above	1
Full Name	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)	Occupation
(as in travel document)			Singapore Citizen/Permanent Resident	1
			NRIC No.	
	Date of Birth		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)	1
	(DD/MM/YY)		FIN No	
			None of the Above	1
B. Applicant's Spouse ((If applicable)		Notice of the Above	
Full Name	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)	Occupation
(as in travel document)	Relationship	Ivationality	Singapore Citizen/Permanent Resident	Occupation
			NRIC No	
	Date of Birth			-
	(DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)	
			FIN No.	-
			None of the Above	
C Applicant's Ciblings	/If applicable)			
		Nationality	Pacidential Status in Singapore (Places tick appropriately)	Occupation
	(If applicable) Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)	Occupation
C. Applicant's Siblings Full Name (as in travel document)		Nationality	Singapore Citizen/Permanent Resident	Occupation
Full Name	Relationship	Nationality	Singapore Citizen/Permanent Resident NRIC No	Occupation
Full Name		Nationality	Singapore Citizen/Permanent Resident NRIC No Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)	Occupation
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3. 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/		Highest Educational		
		Province	Instruction (eg. English, Chinese)	From (DD/MM/YY)	To (DD/MM/YY)	Qualification eg. Academic/ Professional (If Honours Degree, please state class/division)

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

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

5. Applicant's Financial & Support Details (to be completed by applicant from Visa-required Countries)

Current Savings (eg. Fixed Deposit):		Current Savings (eg. Fixed Deposit):
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):
	Monthly Average Income for Past 6 Months:	Monthly Average Income for Past 6 Months: Applicant's Mother Name

KHEA Student Application Form V33 (INTERNATIONAL) – Jan 2023

NO

YES (Please provide details on a separate sheet)

6. Application Document Checklist

The completed application form must be accompanied by the following items. Please tick ($\sqrt{}$), or indicate "NA" if not applicable, in the box next to each item.

Copy of Passport (page with personal details) and notarised copies of Birth Certificate and Family Card if applicable (Native and English-translated languages)
Certified copies of Diploma, certificate and transcripts (Native and English-translated languages)
Application Fee - S\$496.80 (inclusive of 8% GST; non-refundable) Please provide proof of payment for Telegraphic and/or bank transfers
A Passport-sized photograph (on WHITE background)

Payment Methods & Payable Account Details

Fees are payable by cash, cheque (Singapore banks), NETS, Visa/Mastercard/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, please make payment via www.pay.kap.sg (Programme fee only)

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

Bank Name: DBS Bank

Bank Address: 12 Marina Boulevard, DBS Asia Central, Marina Bay

Financial Centre Tower 3, Singapore 018982

Beneficiary's Name: Kaplan Higher Education Academy Pte Ltd

Account Number/Swift Code: 001-900452-7 / DBSSSGSG

Beneficiary's Address: 8 Wilkie Road, Level 2, Wilkie Edge, Singapore 228095

All fees indicated are inclusive of GST at the prevailing rate. The prevailing GST rate from 1 January 2023 to 31 December 2023 is 8%. From 1 January 2024, the GST rate will increase to 9%. For more information on the GST revision, please refer to the Inland Revenue Authority of Singapore (IRAS) website at https://www.iras.gov.sg/taxes/goods-services-tax-(gst)/gst-rate-change/gst-rate-change-for-consumers1. Kaplan Higher Education Academy reserves the right to adjust our fees based on the applicable GST rates provided under the Goods and Services Tax Act 1993. Programme fee is subject to revision at the discretion of the University or Kaplan Higher Education Academy without notice. The fees herewith will supersede all existing programme fees.

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, the refund policy and the rules and regulations of Kaplan Higher Education Academy Pte Ltd, the University and the Immigration and Checkpoints Authority of Singapore.

Nam	ne and Intake of Programme Applied for:	
	Full Name of Applicant	Full Name of Parent/Legal Guardian
	Signature of Applicant	Signature of Parent/Legal Guardian
	Date	Date
	For students below 18 years old, it is mandatory for the paren ance of offer.	legal guardian to sign on the Student Contract upon approval of application to confirm
or E	nrolment Office Use	
	Remarks:	
	Name of Verifying Personnel/Designation:	
	Signature	Date



BRN: 199409389H

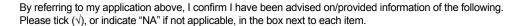


Please provide the following details.

STUDENT INFORMATION/REFERRAL FORM

Programme Name and Awarding University/I	nstitution:		Intake No.		
Full Name (as it appears on passport/identity ca	rd):				
Date of Birth:					
Contact No.					
Fill in the following if you are:					
	Programme and Awarding Univ	versity/Institution:			
An existing Kaplan Student	Intake No.		Contact No.		
	Name of Agent:				
Referred by an Official Kaplan Student Recruitment Agent	Specific Agent Email (for receipt of document on behalf of students):				
	Contact No.				
	Programme and Awarding University/Institution:				
Referred by an existing Kaplan Student or Alumni	Full Name of Referring Student	i:		CT No.	
	Intake No.		Contact No.		
I am a new student and was not referred	to Kaplan by an existing stude	nt, alumni or recrui	tment agent.		
Declaration: I hereby declare that the information I have provided awarding institutions with regards to my qualification Education Academy Pte Ltd, the University and the	s. I will comply with all the condition	ons, the refund policy a			
Signature of Applicant		Full Name of Pa	rent/Legal Guar	rdian	
Date		Signature of Par	ent/Legal Guar	dian	
		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.





SECTION A	SECTION A: PROGRAMME & SCHOOL INFORMATION				
Student has be	Student has been briefed on the following:				
	School Information - KHEA location, campus facilities and infrastructure, and accreditation				
	Programme Information - Name of Award, Awarding Body, Programme Structure, Intake, Programme				
	Duration and Outlines				
	Entry requirements, including the requirement to complete bridging modules or pathways programmes such as the Graduate Certificate and Foundation Diploma, based on the admissions decision (where applicable). Bridging modules are generally delivered 100% online. Students may approach the Programme Consultant prior to Course Commencement if there are any questions.				
	Counselling and Student Support services available				

SECTION B: FOR NON-SINGAPOREANS/PR STUDENTS

Student has been briefed on the following:

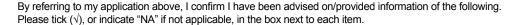
ICA, MOM or the relevant authority issues the various passes for valid stay of foreigners. It is the student's responsibility to ensure that he/she has a valid pass to remain in Singapore during the programme of his/her stay. Short-Term Visit Pass holders are only allowed to pursue short, standalone programmes. Specifically, courses that are shorter than one month and 50 hours. In cases where the student is required to obtain a Letter of Consent, Kaplan will facilitate accordingly, and ultimate approval comes from the relevant authority.

In the event that the student does not have a valid pass to attend any part of the programme, there will be no refund of programme fees, and the student may not fulfil the requirement of programme completion, thus not being able to complete the programme enrolled.

SECTION C: INTERNATIONAL STUDENT (For Student's Pass Holder Only)				
Student has been briefed on the following:				
	Student's Pass application, procedures and documents required, as well as the rules and regulations governing the issuance of a Student's Pass.			
	Advice on medical check-up, etc.			
	Information on Singapore - relevant immigration rules and relevant laws of Singapore.			

SECTION D: 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 KHEA.			
	The payment modes and methods accepted by KHEA, including available instalment schemes where applicable, and that all payments must be made to KHEA only.			
	Advisory Note and Student Contract have to be signed and dated before payment can be made.			

SECTION E: FEE PROTECTION SCHEME AND STUDENT CONTRACT		
Student has been briefed on the following:		
	The Fee Protection Scheme (FPS) that KHEA has in place for students.	
	Both local and international students enrolled into Kaplan are covered under Lonpac Insurance. The scheme covers programme fees excluding GST.	
	The terms & conditions stated in the Student Contract have been explained and fully understood by the student.	





SECTION F: MEDICAL INSURANCE DECLARATION (For International Students Only) Student has been briefed on the following: Medical insurance

SECTION G: COMMITTEE 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 Committee facilitates capability development efforts to uplift standards in the local private education industry.

For more information, please visit the CPE website at www.ssg-wsg.gov.sg

SECTION H: WITHDRAWAL/REFUND/TRANSFER/DEFERMENT POLICY AND PROCEDURE			
Student has been briefed on the following:			
	KHEA Refund Policy and Procedures		
	KHEA Transfer/Withdrawal/Deferment Policy and Procedures		

KHEA Refund Policy

% of the aggregate amount of the fees paid	If student's written notice of withdrawal is received
80%	More than [60] days before the programme commencement date
60%	Before, but not more than [60] days before the programme commencement date
50%	Before, but not more than [29] days before the programme commencement date
0%	On or after the programme commencement date

Refund for Withdrawal Due to Non-Delivery of Programme:

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

- i. It does not commence the Programme on the Programme Commencement Date;
- ii. It terminates the Programme before the Programme Commencement Date;
- iii. It does not complete the Programme by the Programme Completion Date;
- iv. It terminates the Programme before the Programme Completion Date;
- v. It has not ensured that the student meets the programme 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 the 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 Programme Fees and Miscellaneous Fees already paid should the student decide to withdraw, within seven (7) working days of the above notice.

By referring to my application above, 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.



Refund for Withdrawal Due to Other Reasons:

If the student withdraws from the programme for any reason other than those stated in (i) to (v), 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:

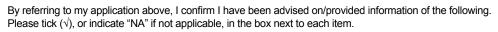
The PEI will provide the student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties. The student will be refunded the highest percentage (stated in the refund table) of the fees already paid if the student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the student has started the programme or not.

In the event that a student wishes to withdraw from the programme, the application fee and the international student administrative fee are not refundable under any circumstances. The application fee refers to the fee that the student pays to Kaplan for the sole purpose of processing the application form submitted so that Kaplan can check if the student meets the programme admission requirements. The application fee does not have any fee component that is used to offset programme fee payment. 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-wsg.gov.sg

Programme application fees are non-refundable under any circumstances, even if an application is either rejected or enrolment is cancelled.

SECTIO!	N I: PERSONAL DATA PROTECTION			
Student ha	s been briefed on the following:			
	Any personal data you have provided (in particular, your personal identification details) will be treated with the strictest confidentiality and in accordance with the Kaplan Privacy 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 its contents. This includes verification of your educational qualifications.			
	You understand that, if your programme of choice is eligible for SkillsFuture Singapore (SSG)/Institute of Banking and Finance Singapore (IBF Singapore) funding or needs to seek approval from the Ministry of Education (MOE), Kaplan will be required to provide your personal data to the relevant government regulatory bodies for their survey purposes. By signing this form, you acknowledge that you are aware of this.			
	You understand that, if your programme of choice is being delivered online and is eligible for SkillsFuture Singapore (SSG)/Institute of Banking and Finance Singapore (IBF Singapore) (or any other entities') funding, Kaplan may have to record these classes as they are being delivered online so as to meet the aforesaid entities' regulatory requirements. You understand that the recording may capture your audio, visual or text that appear during the programme of these classes. Under such regulatory requirements, you confirm that you will comply and consent to the classes of your programme of choice being recorded by Kaplan, which may involve you having to switch on your video camera and microphone during the entire duration of the classes.			
	You understand that, regardless of whether your programme of choice is being delivered online or oncampus, Kaplan may record these classes for students of these classes to view post-delivery. You understand that the recording may capture your audio, visual text that appear during these classes. By signing this form, you confirm that you consent to the classes of your programme of choice being recorded by Kaplan.			
	For Students Under 18 Years Old Only You understand and consent to Kaplan releasing your personal data (eg. academic results, attendance, conduct) to your parents legal guardian, and for them to be copied on all correspondence between Kaplan and you as a condition of your continued enroll as a Kaplan student and your studies in the programme of your choice.			
	For Students Above 18 Years Old Only You understand and consent to Kaplan releasing your personal data (feg. academic results, attendance, conduct) 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 academic, employability and graduate-related updates from Kaplan via:			
	SMS Phone Email			





SECTION J:	APPLICANTS WITH SPECIAL NEEDS	
	ny disability/special needs/medical conditions.	
YES N		
strictest confiden	re brief details of condition and type of assistance require and is necessary so we can ensure we are able to lere possible. You may wish to provide the information	provide the best support for the learning needs of
Brief details of co	ondition and type of assistance required:	
SECTION K:	CONFIDENTIALITY	
		th the strictest confidentiality and in accordance with the Kaplan Privacy Policy g this form, you give consent to our use of your information.
SECTION L:	DECLARATION	
Name of Staff/Agent		Signature of Staff/Agent and Date
	ime of Student	Signature of Student and Date
Full Name of Student		
acknowled	gal Guardian (where student is under 18 years old): I u lge that I have been briefed on the above.	Signature of Parent/Legal Guardian and Date

