

**Photograph**

*(Please use superglue or double-sided tape to attach 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, Level 2, Singapore 228095  
Or SCANNED and EMAILED to [apply.sg@kaplan.com](mailto:apply.sg@kaplan.com) to the respective **Country Manager/Programme Consultant**

### Language Programme

Diploma in Professional Business English      Level: \_\_\_\_\_

### Foundation Programme

Foundation Diploma      Foundation Diploma in Computing and IT

### 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 Analytics	Business Management
Criminology	Data Science and Artificial Intelligence	Digital Marketing
Fintech	Information Technology	Legal Studies
Mass Communication	Psychology	

### 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 Data Analytics	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: _____
Bachelor of Science (Honours)	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: _____
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#### University of Portsmouth, UK

Bachelor of Arts (Honours) (Top-up)	Please specify major: _____
Bachelor of Science (Honours)	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) <b>Female</b> <b>Male</b>	Race
				Marital Status (please tick) <b>Single</b> <b>Married</b> <b>Widowed</b> <b>Separated</b> <b>Divorced</b>	Religion
Birth Certificate No.	Date of Birth (DD/MM/YY)	Age	Passport No.	FIN No. (if applicable)	Nationality
Home Country Address			Pass Expiry Date (if applicable; for Dependant's Pass, Long-Term Visit Pass, Work Pass, etc.)	Home Country Tel No. (indicate country code)	Mobile No. (indicate country code)
Email Address					
Singapore Address					
Please state the Countries you have resided in for 1 year or more, during the last 5 years				Singapore Tel No.	Singapore Mobile No.
Name of Emergency Contact Person (immediate family members/legal guardians only)				Relationship	
Email Address				Contact No. (indicate country code)	

### 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.			
<b>Father      Mother      Legal Guardian</b>			
<b>Father</b>			
Full Name of Father	Contact No. of Father (indicate country code)	Email Address of Father	NRIC/Passport/FIN No.
<b>Mother</b>			
Full Name of Mother	Contact No. of Mother (indicate country code)	Email Address of Mother	NRIC/Passport/FIN No.
<b>Legal Guardian*</b>			
Full Name of Legal Guardian	Contact No. of Legal Guardian (indicate country code)	Email Address of Legal Guardian	NRIC/Passport/FIN No.
<b>Additional Representative (Optional)</b>			
Full Name of Additional Representative	Contact No. of Additional Representative (indicate country code)	Email Address of Additional Representative	NRIC/Passport/FIN No.

\*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.

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.

## 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.

A. Applicant's Natural Parents and/or Step Parents					
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
None of the Above					
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
None of the Above					
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
None of the Above					
B. Applicant's Spouse (If applicable)					
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	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 Siblings (If applicable)					
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
None of the Above					
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
None of the Above					
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
None of the Above					
Full Name (as in travel document)	Relationship	Nationality	Residential Status in Singapore (Please tick appropriately)		Occupation
			Singapore Citizen/Permanent Resident		
	Date of Birth (DD/MM/YY)		Resident (Long-Term Pass/Work Pass/Dependant's Pass, etc.)		
			FIN No. _____		
None of the Above					

**3. Education and Qualification – in chronological order from Secondary/High School  
(Native and English-translated certified copies of proof must be attached.)**

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

**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)**

Applicant's Name	Monthly Average Income for Past 6 Months:	Applicant's Spouse's Name	Monthly Average Income for Past 6 Months:
	Current Savings (eg. Fixed Deposit):		Current Savings (eg. Fixed Deposit):
Applicant's Father's Name	Monthly Average Income for Past 6 Months:	Applicant's Mother's Name	Monthly Average Income for Past 6 Months:
	Current Savings (eg. Fixed Deposit):		Current Savings (eg. Fixed Deposit):
<b>Other Financial Support from Immediate Family Members:</b> <b>YES (Please provide details on a separate sheet)</b> <b>NO</b>			

## 6. Application Document Checklist

The completed application form must be accompanied by the following items. Please tick (✓), 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\$523.20 (inclusive of 9% GST; non-refundable) <b>Please provide proof of payment for Telegraphic and/or bank transfers</b>
	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](http://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 Goods and Services Tax (GST) at the prevailing rate of 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/gstrate-change-for-consumers1](https://www.iras.gov.sg/taxes/goods-services-tax-(gst)/gst-rate-change/gstrate-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 regard 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.

Name 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

*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

## STUDENT INFORMATION/REFERRAL FORM

Please provide the following details.

<b>Name and Intake of Programme Applied for:</b>
<b>Full Name</b> (as it appears on passport/identity card):
<b>Date of Birth:</b>
<b>Contact No.</b>

Fill in the following if you are:

<b>An existing Kaplan Student</b>	Programme and Awarding University/Institution:	
	Intake No.	Contact No.
<b>Referred by an Official Kaplan Student Recruitment Agent</b>	Name of Agent:	
	Specific Agent Email (for receipt of document on behalf of students):	
	Contact No.	
<b>Referred by an existing Kaplan Student or Alumni</b>	Programme and Awarding University/Institution:	
	Full Name of Referring Student:	CT No.
	Intake No.	Contact No.
<b>I am a new student and was not referred to Kaplan by an existing student, alumni or recruitment agent.</b>		

### 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 regard 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Full Name of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
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.*

# PRE-COURSE COUNSELLING FORM



By referring to my application above, I confirm I have been advised on/provided information of the following.  
Please tick (✓), or indicate "N.A." if not applicable:

SECTION A: PROGRAMME & SCHOOL INFORMATION	
Student has been briefed on the following:	
	School Information - KHEA/KHEI locations, campus facilities and infrastructure, and accreditations
	Programme Information - Name of Award, Awarding Body, Programme Structure, Intake, Programme Duration and Outlines
	Accreditations remain subject to accreditation providers. Kaplan Higher Education Academy and Kaplan Higher Education Institute are not responsible for any changes in accreditation requirements or loss of accreditation status not attributable to Kaplan Higher Education Academy or Kaplan Higher Education Institute.
	Entry requirements, including the requirement to complete bridging modules or pathway 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 programme commencement if there are any questions.  <b>Kaplan International Tools for English (KITE) – English proficiency test for Kaplan’s proprietary programmes and External Degree Programme (EDP) (where necessary):</b> Students may be required to do a KITE test to meet the English proficiency requirement for Kaplan’s proprietary programmes and EDP. The test is free-of-charge for the first two attempts. In the event that the student requires a third attempt, the student will have to pay S\$60 (excluding prevailing GST) for the test.
	Counselling and Student Support services available
N.A.	<u>Student Concession Pass (For Singapore Citizens only)</u> The following groups of students pursuing full-time education in Private Education Institutions (PEIs) registered with the Committee for Private Education, SkillsFuture Singapore (SSG/CPE) will be eligible for public transport concessions: a. Singapore Citizens (20 years old and below) pursuing GCE Normal, Ordinary or Advanced Level qualifications, or an International Baccalaureate qualification. b. Singapore Citizens pursuing Diploma or Degree programmes registered with the SSG/CPE with a minimum programme duration of 24 months. To be eligible for the concession pass, your individual study period as stated in your <u>Standard Student Contract must be 24 months or longer</u> . If you are studying in a programme shorter than 24 months and repeating your module(s), the repeated term will not be part of your programme duration.

SECTION B: FOR NON-SINGAPOREANS/PR STUDENTS	
Student has been briefed on the following:	
	Immigration and Checkpoints Authority (ICA), Ministry of Manpower (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 duration of his/her stay. Short-Term Visit Pass holders are only allowed to pursue short, standalone programmes. Specifically, programmes that are shorter than one month and 50 hours.
	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.
	(For Chinese students only) The Chinese Service Centre for Scholarly Exchange (CSCSE) announced that international academic programmes must be completed on campus with in-person classes for these qualifications to be accredited by the CSCSE. Full-time External Degree Programmes offered by Kaplan in Singapore are delivered in-person. However, part-time External Degree Programmes are delivered through a combination of in-person classes and online learning. Thus, part-time programmes may no longer be eligible for CSCSE accreditation, whose award is subject to the sole discretion of CSCSE. If you wish to secure CSCSE accreditation, kindly apply for full-time External Degree Programmes only. Kaplan Higher Education Academy and/or Kaplan Higher Education Institute are not responsible if you fail to secure CSCSE accreditation should you choose to apply for part-time External Degree Programmes.

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

# PRE-COURSE COUNSELLING FORM



By referring to my application above, I confirm I have been advised on/provided information of the following.  
Please tick (✓), or indicate "N.A." if not applicable:

## 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/KHEI.
	The payment modes and methods accepted by KHEA/KHEI, including available instalment schemes, where applicable, and that all payments must be made to KHEA/KHEI only.
	The 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/KHEI 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 and conditions stated in the Student Contract have been explained and fully understood by the student.
	Applicants will be notified of cancellation at least 1 week before the programme commencement date stated in your student contract with Kaplan.

## SECTION F: MEDICAL INSURANCE DECLARATION (For Domestic & International Students Only)

Student has been briefed on the following:

	<p>Medical insurance</p> <ul style="list-style-type: none"><li>KHEA Student's Pass holders who have paid the International Student Administrative Fee and domestic students (taking the Sports Science pathway or the Monash University Bachelor of Education in Early Childhood or its Master of Counselling programme) who have signed the medical opt-in form and paid the insurance premium will be covered by the Income Insurance scheme.</li></ul> <p>For more information, please visit our website at <a href="https://www.kaplan.com.sg/life-on-campus-student-handbook-student-support-services">https://www.kaplan.com.sg/life-on-campus-student-handbook-student-support-services</a></p>
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## SECTION G: COMMITTEE FOR PRIVATE EDUCATION, SKILLSFUTURE SINGAPORE (SSG/CPE)

Student has been briefed on the following:

	<p>Established under the Private Education Act, SSG/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.</p> <p>For more information, please visit the SSG/CPE website at <a href="https://www.skillsfuture.gov.sg">https://www.skillsfuture.gov.sg</a></p>
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# PRE-COURSE COUNSELLING FORM



By referring to my application above, 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 H: WITHDRAWAL/REFUND/TRANSFER/DEFERMENT POLICY AND PROCEDURE

Student has been briefed on the following:

	KHEA/KHEI Refund Policy and Procedures
	KHEA/KHEI Transfer/Withdrawal/Deferment Policy and Procedures
	Minimum class size to commence the programme and maximum allowed candidature period (refer to the individual programme on the website)

### KHEA/KHEI 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 at least 1 week before the programme commencement date of any of the following:

- It does not commence the programme on the programme commencement date;
- It terminates the programme before the programme commencement date;
- It does not complete the programme by the programme completion date;
- It terminates the programme before the programme completion date;
- 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 SSG/CPE; or
- 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.

#### Refund for Withdrawal Due to Other Reasons:

If the student withdraws from the programme 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 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, please refer to : [https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/protection-of-course-fees](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/protection-of-course-fees)

For more information on Refund Policy, please refer to : <https://www.skillsfuture.gov.sg/initiatives/students/understand-the-payment-terms-and-refund-policy-in-your-student-contract>

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

# PRE-COURSE COUNSELLING FORM



By referring to my application above, 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 I: PERSONAL DATA PROTECTION				
Student has 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 ( <a href="http://www.kaplan.com.sg/privacy-policy/">http://www.kaplan.com.sg/privacy-policy/</a> ). 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 you are required to take Kaplan International Tools for English (KITE) (e-proctored version) to meet the English proficiency requirement for Kaplan's proprietary programmes, Kaplan will be required to provide your personal data to the KITE and the online proctoring service provider (ProctorTrack) for registration purposes. You will have to switch on your video camera and audio during the entire duration of the assessment. Your audio, visual and the full session of the assessment will be recorded by the ProctorTrack and Kaplan will have the right to access your assessment record for results. By signing this form, you acknowledge that you are aware of and consent to the content stated above.			
	You understand that, if your programme of choice is eligible for 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 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 on-campus, Kaplan may record these classes for students of these classes to view post-delivery. You understand that the recording may capture your audio, visual or 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.			
	<u>For Students Under 18 Years Old Only</u> 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 enrolment as a Kaplan student and your studies in the programme of your choice.			
	<u>For Students Above 18 Years Old Only</u> You understand and consent to Kaplan releasing your personal data (eg. 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: (Please tick all relevant boxes below)			
	<table border="0"> <tr> <td><input type="checkbox"/> SMS</td> <td><input type="checkbox"/> Phone</td> <td><input type="checkbox"/> Email</td> </tr> </table>	<input type="checkbox"/> SMS	<input type="checkbox"/> Phone	<input type="checkbox"/> Email
<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: (Please tick all relevant boxes below)			
	<table border="0"> <tr> <td><input type="checkbox"/> SMS</td> <td><input type="checkbox"/> Phone</td> <td><input type="checkbox"/> Email</td> </tr> </table>	<input type="checkbox"/> SMS	<input type="checkbox"/> Phone	<input type="checkbox"/> Email
<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.
<p>YES      NO</p> <p>If yes, please give brief details of your condition and the 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.</p> <p>Brief details of your condition and the type of assistance required:</p> <hr/> <hr/>

# PRE-COURSE COUNSELLING FORM



By referring to my application above, 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 K: CONFIDENTIALITY

The information you have provided 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.

## SECTION L: DECLARATION

Staff/Agent: I hereby confirm that the above has been explained to the student.

\_\_\_\_\_

Name of Staff/Agent

\_\_\_\_\_

Signature of Staff/Agent

\_\_\_\_\_

Date

Student: I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on the above.

\_\_\_\_\_

Name of Student

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

Date

Parent/Legal Guardian (where student is under 18 years old): I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on the above.

\_\_\_\_\_

Full Name of Parent/Legal Guardian

\_\_\_\_\_

Signature of Parent/Legal Guardian

\_\_\_\_\_

Date