

Application Form

Consultant: _____

Are you a CFA® Program Exam candidate?

- Yes, my candidate no. is _____
- No, I will register before the stipulated deadline set by CFA Institute.
- No, I am enrolling into this course for purpose of self-development and will not be attempting any examination.

Are you a CFA Society Singapore Associate local member?

- Yes, my CFA Society Singapore Associate Local No. is _____
- No, I wish to sign up for CFA Society Singapore membership.

Important information:

- 1) If you have a CFA Program candidate number, you are required to either login to CFA portal at enrolment counter OR bring along a printout of the first landing page upon logging into CFA portal, to certify the authenticity of your CFA Program candidate number.
- 2) If you do not have a CFA Program candidate number, you are required to bring along your original highest educational qualification certificate and transcripts for verification during enrolment.

Please refer to Course Planner for more information and select the intake(s) and course(s) by ticking the boxes.

| Preparatory Course for Chartered Financial Analyst (CFA) Examination <input type="checkbox"/> New student <input type="checkbox"/> Resitting student | Class | | Intake |
|---|--------------------------|--------------------------|------------------------------|
| | A | B | |
| Premium Packages | | | |
| Level 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Jan |
| Level 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Jul |
| Level 3 | <input type="checkbox"/> | | |
| Individual Study Options Education Course | | | |
| Level 1 | <input type="checkbox"/> | <input type="checkbox"/> | |
| Level 2 | <input type="checkbox"/> | <input type="checkbox"/> | |
| Level 3 | <input type="checkbox"/> | | |
| Revision Course | | | |
| Level 1 | <input type="checkbox"/> | <input type="checkbox"/> | |
| Level 2 | <input type="checkbox"/> | <input type="checkbox"/> | |
| Level 3 | <input type="checkbox"/> | | |
| Revision Plus | | | |
| Level 1 | <input type="checkbox"/> | <input type="checkbox"/> | |
| Level 2 | <input type="checkbox"/> | <input type="checkbox"/> | |
| Level 3 | <input type="checkbox"/> | | |
| Mock Exam (Live/Online) | | | |
| Level 1 | | | |
| Level 2 | <input type="checkbox"/> | <input type="checkbox"/> | |
| Level 3 | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| Note: Levels 2 & 3 are only available for June exam sittings. | | | |

| CFA Singapore – IBF Accredited Programme | Class | | Intake |
|--|--------------------------|--------------------------|------------------------------|
| | A | B | |
| CFA Singapore Level 1 Preparatory Programme (IBF Level 1) Level 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Jan |
| CFA Singapore Level 2 Preparatory Programme (IBF Level 2/3) Level 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Jul |
| CFA Singapore Level 3 Preparatory Programme (IBF Level 2/3) Level 3 | <input type="checkbox"/> | | |
| CFA Singapore Fund Management Programme (IBF Level 1) Level 1 | <input type="checkbox"/> | <input type="checkbox"/> | |
| CFA Singapore Research Programme (IBF Level 2/3) Level 2 | <input type="checkbox"/> | <input type="checkbox"/> | |
| CFA Singapore Portfolio Management Programme (IBF Level 2/3) Level 3 | <input type="checkbox"/> | | |
| Note: Levels 2 & 3 are only available for June exam sittings. | | | |

1. Personal Details (all fields are compulsory)

Please note that incomplete information for any of the fields below will result in the non-processing of this application.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name in English as in Passport/Identity Card (underline surname) | | Academic Background <input type="checkbox"/> GCE N-Level <input type="checkbox"/> Others, please specify _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gender <input type="checkbox"/> Female <input type="checkbox"/> Male | Student Status <input type="checkbox"/> New Student <input type="checkbox"/> Kaplan Current Student <input type="checkbox"/> Kaplan Ex-student | | Date of Birth (DD/MM/YYYY) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NRIC or Passport No. | FIN No. (if applicable) | Nationality | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Home Tel No. | Mobile No. | Highest Qualification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email Address | | Professional Certifications (if any) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Home Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name of Parent/Legal Guardian (For students below 18 years old) | | NRIC/Passport/FIN No. of Parent/Legal Guardian | Contact No. of Parent/Legal Guardian | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email of Parent/Legal Guardian | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Management of Applicants under 18 years old

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

| | |
|--|--|
| Name in English as in Passport/Identity Card (underline surname) | Academic Background <input type="checkbox"/> GCE N-Level <input type="checkbox"/> Others, please specify _____ |
|--|--|

| | | |
|---|---|--------------------------------------|
| Gender <input type="checkbox"/> Female <input type="checkbox"/> Male | Student Status <input type="checkbox"/> New Student <input type="checkbox"/> Kaplan Current Student <input type="checkbox"/> Kaplan Ex-student | Date of Birth (DD/MM/YYYY) |
| Identification Type: <input type="checkbox"/> Singapore Citizen (Pink IC) <input type="checkbox"/> Singapore PR (Blue IC) | | Original Sighted |
| NRIC No. _____ | | Name: _____ |
| <input type="checkbox"/> Dependent Pass <input type="checkbox"/> Employment Pass <input type="checkbox"/> S Pass <input type="checkbox"/> Work Permit | | |
| FIN No. _____ Pass Expiry Date: _____ Card Serial No. _____ | | |
| Passport No. _____ Expiry Date: _____ | | Nationality |
| Home Tel No. | Mobile No. | Highest Qualification |
| Email Address | | Professional Certifications (if any) |
| Home Address | | |

**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 aforementioned individual is the legal guardian of the applicant.*

The role of the 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. Work Experience (if any)

| Company Name | Position | Years with the Company |
|--------------|----------|------------------------|
| | | |

3. For Company-sponsored Participants Only

| | | |
|--|-----------------|------------|
| Company Contact Person | Designation | Department |
| <input type="checkbox"/> SME <input type="checkbox"/> Non-SME <input type="checkbox"/> MNC | Billing Address | |

4. Confidentiality Clause

This information you have provided will be treated with the 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.

5. Application Document Checklist

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

- Proof of course fee payment

The complete application package should be returned to:

Student Recruitment Office - Kaplan Higher Education Academy Pte Ltd
Kaplan City Campus @ Wilkie Edge, 8 Wilkie Road, #02-01, Singapore 228095
Or SCAN and EMAIL to kfinapply.sg@kaplan.com and your **Course Consultant**.

Payment Methods:

Fees are payable by cash, cheque (Singapore banks), NETS and VISA/Master/AMEX cards.

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

6. Disability/Special Needs

Yes No

If yes, please specify: _____

Terms & Conditions

General:

- Procedures on course withdrawal, transfer and refund policy can be found in the Kaplan Higher Education Academy (KHEA) Pte Ltd student handbook and website.
- Registration with CFA Institute is the responsibility of the individual student.
- Enrolment and purchases will only be recognised upon receipt of payment.
- All course fees quoted are inclusive of GST unless otherwise stated and must be paid in full.
- All bona-fide students will receive a Kaplan Student Access Card.
- KHEA reserves the right to vary, amend or discontinue any or all of the discounts as it deems appropriate.
- KHEA reserves the right to vary or cancel any of the courses described or alter the composition of the relevant lecturing team, as well as the lecture venue should the circumstances so require.

Transfer Policy:

- Transfer of Classes: After enrolment, any transfer of class will be subject to seat availability. Transfer to class conducted by the same lecturer is subject to S\$20 admin fee; transfer to a class conducted by a different lecturer will be subject to a S\$100 admin fee.
- Transfer of Courses and Intakes: Student who wish to transfer the course of study to a new intake must withdraw from the current course and the refund policy applies.

Refund Policy:

- There is strictly no refund allowed after course commencement date.
- There is no exchange of materials purchased with courses after course commencement date.

Refunds for Withdrawal Without Cause:

Where students withdraw from the Course, KHEA shall review after receiving the student's written notice of withdrawal and refund to the Student within 7 working days, the following sums:

| % of the amount of fees paid under Schedules B and C (please refer to Student Contract) | If Student's written notice of withdrawal is received |
|--|---|
| 80% | More than [60] days before the course commencement date |
| 60% | Before, but not more than [60] days before the course commencement date |
| 50% | Before, but not more than [29] days before the course commencement date |
| 0% | On or after the course commencement date |

Refund During Cooling-Off Period:

KHEA 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 of the fees already paid if the Student submits a written notice of withdrawal to the KHEA 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 www.ssg-wsg.gov.sg.

Withdrawal Without Cause:

KHEA will review all written notice of withdrawal supported by relevant documents on a case-by-case basis within 4 weeks.

KHEA will consider the following as grounds for request to withdraw:

- Overseas assignments of more than 1 month with official letter from company
- Medical reasons certified by a Singapore-registered doctor eg. Hospitalisation
- Pregnancy certified by a Singapore-registered doctor
- Reservist service of more than 1 month with official document
- Exemption granted by relevant institution

Withdrawal/Refund Procedure:

- Student must inform Programme Management in writing and complete a Course Withdrawal Form with reasons for withdrawal/refund accompanied with relevant supporting documents.
- All requests for withdrawal/refund are subject to KHEA's approval.
- The student concerned will be informed of the final decision of the withdrawal application in writing within 4 weeks.
- Upon approval, student will be withdrawn from their course.
- Refund where applicable will be available within 7 working days from date of approval.
- Student will be required to collect the cheque personally from our Reception Counter. They will need to provide a letter of authorisation if they wish to authorise a third party to collect on their behalf.
- Student will need to sign on the Student Acknowledgement Checklist upon collection of the cheque/credit note.
- Strictly no refund for any withdrawal or transfer of class on or after commencement of lessons for students who already have access to MyKaplan Account.

Confidentiality Clause:

This information you have provided will be treated with the strictest confidentiality and in accordance to the Kaplan Privacy Policy: <http://www.kaplan.com/about/privacy-policy/>. By signing this form, you give consent to our use of your information.

Declaration by Student:

- 1) I authorise Kaplan Admission Office to seek the necessary verification from the awarding institutions/universities with regard to my educational qualifications.
- 2) I authorise Kaplan Higher Education Academy release my personal information to relevant institutes/agencies including, but not limited to, Committee for Private Education (CPE), SkillsFuture Singapore (SSG), Ministry of Education (MOE), Personal Data Protection Commission (PDPC), CFA Institute (CFI), CFA Society Singapore and Institute of Banking and Finance Singapore (IBF Singapore) on matters relating to my course of study or funding application or for the purpose of the aforementioned bodies' annual audit purposes.
- 3) I declare that I have read and fully understood the terms and conditions stated within this form and that the information I have provided is accurate to the best of my knowledge.

Staff/Agent: I hereby confirm that the above has been explained to the Applicant/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 Applicant/Student

Signature of Applicant/Student and Date

Full Name of Parent/Legal Guardian
(For applicants below 18 years old only)

Signature of Parent/Legal Guardian and Date

For Enrolment Office Use

Remarks: _____

Name of verifying personnel/designation: _____

Signature

Date