



For Official Use
ID No: _____

Percentage of Course Fee	Requirements: Exemption letter is received:
100%	Before course commencement
75%	Between 1 January – 31 January or 1 July – 31 July
50%	Between 1 February – 5 March or 1 August – 3 September
0%	From 6 March or 4 September

- Course fees quoted are inclusive of GST, study manual, revision kit and lecture notes, unless otherwise stated.
- Students will be charged a processing fee of \$20 for every transfer of class after the enrolment form is submitted. No transfer of class is allowed after 31 March (for January Intake) and 30 September (for July Intake).
- SAA student will be charged a penalty fee of \$20 a lesson for attending class without authorization from the school. Repeat offenders of 2 times or more will be dismissed from programme and reported to the respective Examining Body.
- The school offers tuition on a "per Intake" basis and not based on contact hours, which may vary.
- Where a student has been granted fee payment on an instalment basis, he/she is to meet the instalment payment within 3 days of the due date of payment. Students who are late in paying instalment payments will be charged a late fee of \$10.75 (plus GST) per instalment per month.
- The student will be liable for all legal work incurred in recovering late or non-payment of course fees on an indemnity basis. In the event of such legal action taken by the school against you, the school reserves the right to claim the full amount from the student.
- The school reserves the right to instruct a student to leave a course at any stage if the student fails to fulfill the above requirements or if a student's continued presence would, in the opinion of the school be detrimental to the well being of the students and the staff of the school in general. The refund of fees to an excluded student is wholly at the discretion of the school.
- The student shall indemnify the school at any loss or damages occurred as a result of his / her negligence or willful conduct.
- If students change their course of study / class during the term, no refund will be given if the new course / class is priced lower than the original course / class. Additional fees will be charged if the change involves an increase in course fees over that of the original amount initially paid.
- It is the sole responsibility of the students to ensure that they comply with the minimum entry requirements, ACCA student membership registration deadlines and the exam regulations of the course.
- The school reserves the right to cancel a class two weeks prior to the commencement date of the Intake where upon any course fees paid will be refunded in full.
- The school also reserves the right to vary, change or cancel any of the courses or alter the composition of the lecturing team as well as the venue, should circumstances so warrant.
- All study manuals and revision kits, lecture notes / handouts, and other materials remain the property of the school and are given to registered students of the class as consideration for enrolment who agree to respect the intellectual property right of the school.
- The school undertakes to maintain the confidentiality of student's particulars and not to divulge the information to any third party unless required by law or other statutory regulations.

COURSE ENROLMENT FORM

IMPORTANT INSTRUCTIONS

- Students are required to complete Sections (1) and (2) of the Enrolment Form. Section (3) will be completed by SAA staff.
- All fees are inclusive of 7% GST.
- Cash, NETS, Credit / Debit Cards (Mastercard and VISA only) and cheque can be made at the SAA Reception Counter.
- Cheque payments, together with Course Enrolment Form, are to be mailed to :

Singapore Accountancy Academy
20 Aljunied Road #01-04 CPA House S(389805)

- Cheques are to be made payable to "ICPAS" for course enrolment.
 - Cheques would be processed within 5 working days. Post Dated cheques will be returned to sender.
 - A penalty of \$50 per dishonoured cheque will be charged.
 - Please write on the reverse of the cheques: your name, NRIC / PP No and contact no.

(1) Enrolment Details Tick (✓) the boxes where appropriate.

Course: ACCA CAT ATTS
 Year: 2009 2010 2011
 Intake: Jan Main Feb Pro-rated Mar May Revision
 Jul Main Aug Pro-rated Sep Nov Revision

(A) Have you submitted the CaseTrust Approved Standard Student Contract?

- Yes
 No (Please obtain a copy of the contract from staff and submit to SAA after completion.)

(B) Would you like to opt in for the Student Protection Scheme?

- Yes (Please indicate your option in the Student Contract)
 Separate payment of Insurance Premium is applicable.
 No

Indicate the classes of your choice in the boxes below.

CLASS ENROLMENT							
	Class Code (E.g. MJF1A, CJF1J)	Tutorial (E.g. MTF4A, CTF4J)	Revision (E.g. MRF4A)		Class Code (E.g. MJF1A, CJF1J)	Tutorial (E.g. MTF4A, CTF4J)	Revision (E.g. MRF4A)
Class 1				Class 3			
Class 2				Class 4			

(2) Student Particulars

NRIC/FIN/PP No: _____ ACCA Registration No: _____

Full Name: _____ Date-of-Birth: _____
 (As it appears in your NRIC/FIN/PP)

Address: Blk/ House No. _____ Unit No # _____

Street Name _____ Postal Code S _____

Contact Number: _____ (HP) _____ (Home) _____ (O)

E-mail Address _____

(The email address and HP No. will be used for electronic correspondence from the Academy.)

EF/V1/09

SAA MAIN CAMPUS BUSINESS HOURS

Weekdays : 9.00am to 7.00pm
 Saturdays : 9.00am to 3.15pm

VENUE OF CLASSES

20 Aljunied Road CPA House Singapore 389805
 12 Aljunied Road KH Plaza #04-00 Singapore 389801 (next to CPA House)

Course Enquiries : 6744 9700
 Examination and Student Registry : 6744 9865
 Fax : 6744 9796
 Website : www.saa.org.sg
 Email : acca@saa.org.sg
 : cat@saa.org.sg
 : atts@saa.org.sg

MRT SERVICE

Aljunied MRT Station

BUS SERVICES

Aljunied Road : 40, 62, 63, 80, 100, 158, 80A, 100A, 62A
 Sims Avenue : 2, 13, 21, 26, 51, 63, 80, 100, 125, 158, 13A,
 13B, 125A, 853, 67, NR8
 Geylang Road : 2, 13, 21, 26, 51, 63, 80, 100, 158, 853, 67, 62A

CITY CAMPUS BUSINESS HOURS

Weekdays : 10.00am to 7.00pm

VENUE OF CLASSES

6, Raffles Quay #23-00 Singapore 048580

Tel: 6532 5312 Fax: 6532 3095
 Website : www.saa.org.sg
 Email : acca@saa.org.sg
 : cat@saa.org.sg

MRT SERVICE

Raffles Place MRT Station

SINGAPORE ACCOUNTANCY ACADEMY

(3) Collection of Study Manual and Revision Kit (Book / Voucher)

To be completed by SAA staff							Received by Student
SUBJECT	STUDY MANUAL			REVISION KIT			
	Issued book	On Reservation	Book Voucher No	Issued book	On Reservation	Book Voucher No	SIGNATURE

Authorization and Consent

- I authorize Singapore Accountancy Academy to release my name and ACCA Registration Number to ACCA (UK) for the sole purpose of tracking the school's performance within the Approved Learning Partner Scheme (ALP).
- I consent Singapore Accountancy Academy to use my ACCA Registration Number to retrieve my examination results for the sole purpose of analyzing the individual class performance for the Examination.
- I consent to receive Short Message Service (SMS) messages on course updates from the Singapore Accountancy Academy.
- I consent to allow the Singapore Accountancy Academy to publish my name and exam results in the Outstanding Achievers Brochure and other related materials.
- I consent to allow the Singapore Accountancy Academy to forward my email address to the Academy's staff of my enrolled classes for the sole purpose of course updates or information.

Declaration by Student

I agree to comply with the course withdrawal policies of SAA.

I declare that all information given in this form is true and correct. I understand that once the enrolment form is submitted and monies received by the Academy, I shall be bounded by the Course Policies, Authorization and Consent Policy, Withdrawal Policies, Terms and Conditions, which are now and may hereafter be in force from time to time for regulating students.

Signature of Student

Date

For Official Use

Remarks:

Terms and Conditions of Enrolment

- Students who wish to withdraw from their classes must fill up the Course Request Form, attach proper documentation and submit to the SAA Student Reception Counter.

Policy

Withdrawal of class(es) due to the following reasons:

Will be approved		Will not be approved
Reasons	Policy	
<ul style="list-style-type: none"> Classes cancelled by SAA Unsuccessful application of new Student's Pass 	Cheque refund on full course fees paid	<ul style="list-style-type: none"> Heavy work commitment, without certification from company Family commitment
<ul style="list-style-type: none"> ACCA / CAT Graduates Completion of any ACCA option papers 	Cheque refund on 50% of course fees paid	
<ul style="list-style-type: none"> Proof of Exam results 	Credit Note on 50% of course fees paid	<ul style="list-style-type: none"> Holiday trips Enrolment of more than 2 classes, resulting in inability to cope with studies Enrolment of classes with no intention of sitting for exams
<ul style="list-style-type: none"> Hospitalization of more than 2 weeks Pregnancy Medical reasons certified by a Singapore registered doctor Short term overseas assignments which is more than 2 months Emergence reservists which is more than 2 weeks Heavy work commitment certified by company 	Credit Note (Refer to Tables 1,2 or 3)	
<ul style="list-style-type: none"> Unsuccessful application of renewal Student's Pass / withdrawal or transfer to other institutions 	Cheque refund (Refer to Table 4)	
<ul style="list-style-type: none"> Exemption 	Credit Note (Refer to Table 5)	

NOTE:

- All other reasons will be approved on a case-by-case basis. For all other reasons, students will be informed of the results within 3 working days of SAA receipt of the Course Request Form, with supporting documents.
- Credit Notes are non-transferable and non-replaceable and are valid for 6 months, from month of issue.

Table 1: January / March / July / September Intake

Credit Note Amount as a Percentage of Course Fees paid (exclude cost of books)	Requirements: Written notice of withdrawal is received:
100% (less \$100 administrative fee)	More than 60 days before the intake Commencement Date
75%	Between 30 to 60 days before the intake Commencement Date
50%	Less than 30 days to 1 day before the intake Commencement Date
25%	1 st day of the intake Commencement Date to 14 days after the Commencement Date
0%	More than 14 days after the intake Commencement Date. Student is liable to pay any outstanding tuition fees, if any.

Table 2: February / August Pro-rated Intake

Credit Note Amount as a Percentage of Course Fees paid (exclude cost of books)	Requirements: Written notice of withdrawal is received:
50%	On or before 5 March or 3 September
0%	From 6 March or 4 September

Table 3: May / November Revision Intake and Tutorial Class

Credit Note Amount as a Percentage of Course Fees paid	Requirements: Written notice of withdrawal is received:
50%	Before course commencement
0%	After course commencement

Table 4: For current SAA Student Pass Holders

Percentage of Course Fee	Requirements: ICA Rejection letter or written notice of withdrawal / transfer to other institutions is received:
100% (less \$100 administrative fee)	Before course commencement
75%	Between 1 January – 31 January or 1 July – 31 July
50%	Between 1 February – 5 March or 1 August – 3 September
0%	From 6 March or 4 September