

of such legal action taken by SAA-GE against you, the institution reserves the right to claim the full amount from the student.

SAA-GE 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 institution be detrimental to the well being of other students and SAA-GE in general. The refund of fees to an excluded student is wholly at the discretion of the institution.

The student shall indemnify the school for any loss or damages occurred as a result of his/her negligence or wilful 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, student membership registration deadlines and exam regulations of the course.

SAA-GE 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.

SAA-GE 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 manuals, revision kits, lecture notes/ handouts and other study materials remain the property of SAA-GE and are given to registered students only. SAA-GE reserves the right to take legal actions against students who infringe on the intellectual property rights of the institution.

SAA-GE 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.

Fee Protection Scheme (FPS) is applicable to all students. It is compulsory for all students to apply for FPS and sign a Student Contract when enrolling for courses at SAA-GE. SAA-GE has adopted FPS with Lonpac Insurance Bhd, one of the CPE-appointed service providers. Insurance premium for local students is \$25 (inclusive of GST) and is payable upon enrolment and valid for 1 year for total tuition fee of \$2,300 or less. There is no refund for FPS premium.

It is compulsory for all students to have medical insurance coverage for hospitalization and related medical treatment for the entire course duration. SAA-GE has adopted Group Medical Insurance provided by AXA. There are exemptions for Singaporean/ PR students and non-student pass international students if students are already covered by their own medical insurance plan. However, if local students wish to opt in for medical insurance, the annual insurance premium is \$48.15 (inclusive of GST). There is no refund for medical insurance premium.



SAA GLOBAL EDUCATION

COURSE ENROLMENT FORM

LOCAL STUDENT

(ACCA, ATTS and CAT Programmes)

For Official Use

Student Contract No:



IMPORTANT INSTRUCTIONS

- Students are required to complete Sections (1) and (2) of the Enrolment Form. Section (3) will be completed by SAA Global Education (SAA-GE) 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-GE Reception Counter.
- Cheques are to be made payable to "SAA Global Education Centre Pte Ltd" 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.
- No foreign currency is accepted.

(1) Enrolment Details

Course: _____ Year: _____ Intake: _____

Tick (✓) the boxes where appropriate.

(A) Are you an ACCA ATTS CAT registered student?

- Yes, my registered no. is: _____
- No (Please remember to register as a ACCA/ CAT member by 31 July of the same year for Dec exams and 15 Dec of the previous year for Jun exams. Registration as an ATTS member is to be done by 15 Aug for Dec exams and 15 Feb for Jun exams).

(B) Have you submitted the EduTrust Approved Standard Student Contract?

- Yes
- No (Please obtain a copy of the contract from staff and submit to SAA-GE upon enrolment).

(C) Are you covered under the Fee Protection Scheme?

- Yes (Please state date of purchase: _____)
- No (Please refer to details on the last page item no. 16).

(D) Would you like to opt out for the medical insurance?

- Yes (Please produce proof of insurance policy to SAA-GE counter staff (Full-time students only)).

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. MRF4)		Class Code (E.g. MJF1A, CJF1J)	Tutorial (E.g. MTF1A, CJF1J)	Revision (E.g. MRF4A)
Class 1				Class 3			
Class 2				Class 4			

(2) Student Particulars

Full Name: _____ Date-of-Birth: _____

NRIC/FIN/PP No: _____ Gender: M / F
(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 _____ Nationality: _____

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

SAA-GE (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

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

SAA-GE @ 6 RAFFLES QUAY 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



SAA-GE

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

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

Authorization and Consent

- 1) I authorize SAA-GE 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).
- 2) I consent SAA-GE to use my ACCA Registration Number to retrieve my examination results for the sole purpose of the individual class performance for the Examination.
- 3) I consent to receive Short Message Service (SMS) messages on course updates from SAA-GE.
- 4) I allow SAA-GE to publish my name and exam results in the Outstanding Achievers Brochure and other related materials.
- 5) I allow SAA-GE to use my email address for the sole purpose of course updates or information.
- 6) I consent to join the existing January or July classes when I sign up for the February or August Pro-rated intake.

Declaration by Student

I agree to comply with all policies of SAA-GE.

I declare that all information given in this form is true and accurate. I understand that once the enrolment form is submitted and monies received by SAA-GE, I shall be bounded by all policies and Terms and Conditions, which may thereafter be amended from time to time at the discretion of the institution.

Signature of Student

Date

For Official Use

Remarks:

Terms and Conditions of Enrolment

1. Procedures

Students must notify in writing by filling up the Course Request Form or send an email to acca@saa.org.sg / cat@saa.org.sg / atts@saa.org.sg, attach notice of withdrawal in writing giving a valid reason and proper documentation and submit to SAA-GE Office. Where a student is below the age of 18, the school requires a formal letter of consent from the student's parents/guardians before processing the application.

2. Policy

Withdrawal With Cause

100% of tuition fee paid are refundable under any of the following conditions:

- Student's Pass application is rejected by the ICA.
- SAA-GE fails, for any reasons, to start the course on the commencement date.
- SAA-GE terminates the course, for any reason, prior to the course commencement date
- SAA-GE fails, for any reasons, to complete the course by the completion date except those that are caused by the students themselves, such as, deferment, re-sit, re-module, et al.
- SAA-GE terminates the course for any reason prior to the completion of the course.
- SAA-GE is in material breach of its obligations under this Agreement.

Withdrawal Without Cause

If you withdraw for any reason other than those set out above (including Cooling-Off Period), the following refund percentages apply:

100% (less \$100 administrative fee)	More than 60 days before the course commencement date
75%	Between 30 to 60 days before the course commencement date
50%	Less than 30 days to 1 day before the course commencement date
25%	After, but no more than 7 days after the course commencement date
0%	More than 7 days after the course commencement date

All other reasons will be considered on a case-by-case basis. For all other reasons, students will be informed within 5 working days of SAA-GE receipt of Course Request Form, with supporting documents. SAA-GE will consider the following as grounds for request to withdrawal: hospitalization, pregnancy, medical reasons as certified by a Singapore registered doctor; overseas assignments of more than 2 months duration; emergency reservist service of more than 2 weeks; heavy work commitment certified by the company; exemption; unsuccessful application for renewal of student pass.

In instances where students have registered for a paper which following the examination results release they can no longer continue due to pre-requisites or progression rules the following will apply:

- CAT/ACCA – either transfer to a revision class or a 50% refund.

In such circumstances students will have to submit the examination results slip. All such requests must be made within 1 month of the release of the examination results.

ACCA/CAT Graduates and ACCA option papers. In circumstances where students claim refund for ACCA option papers, SAA-GE will give a 50% refund on submission of examination results slip.

All requests for withdrawal must be made in writing with the relevant documentation.

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 one month from the release of examination results.

SAA-GE 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 will be reported to the respective Examining Body.

SAA-GE offers tuition on a "per Intake" basis and not based on contact hours, which may vary.

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