

## 6.1 Student Registration

All students who intend to sit for ACCA, CAT or ATTS examinations must register with ICPAS. Student registration forms can be obtained from ICPAS Examination & Student Registry and submission must be accompanied with the following:

- Photocopies of all educational certificates and transcripts (2 copies required if you are submitting Singapore qualifications)
- Photocopy of NRIC / Passport
- 1 Passport-sized photograph (ACCA / CAT students) or 2 Passport-sized photographs (ATTS students)
- Administration fees (please refer to Table 1 in point 6.2)
- TTR1 Record and TTR2 Summary (if you are applying for exemption from the papers based on your work experience) (CAT students)

The deadlines for student registration form are as follows:

	ACCA	CAT	ATTS
1st eligible examination - June	15 December of the previous year	15 December of the previous year	15 February of the same year
1st eligible examination - December	31 July of the same year	31 July of the same year	15 August of the same year

Students will be notified of their student status about 3 months after submission of the registration form.

## 6.2 ICPAS Student Fees

All registered students are required to pay student fees. Invoices from the respective bodies will be sent out in December (for ACCA and CAT students) and in February and August (for ATTS students) every year. The student fees for Year 2005 are as stated in Table 1.

Table 1 Fees:

	ACCA		CAT		ATTS
	ACCA	ICPAS	ACCA	CAT(S)	ATTS
Registration fees / Administration fees	£57	S\$120	£52	S\$90	S\$65
Re-registration fees / Administration Penalty fees	£114	S\$200	£104	S\$145	S\$130
Subscription fees / Student fees	£57	S\$80	£52	S\$55	S\$65

(All fees are subject to revision)

## 6.3 Removal / Registration of Student Status

### ACCA / CAT students

Delay in payment to ACCA (UK) and / or ICPAS will result in students' names being removed from the register. Students will no longer be eligible to sit for the coming examination.

To resign from the Singapore Joint Scheme or terminate ACCA / CAT student status:

1. Pay all dues (e.g. student fees for the year, examination fees etc).
2. Notify ACCA (UK) in writing by 31 December.
3. Return ACCA student registration card to ACCA (UK).
4. Submit a copy of the approval letter from ACCA (UK) to ICPAS.



## 12.1 Student Disciplinary Procedures

The rules governing disciplinary procedures for students are set out in ACCA's Bye-laws and Regulations. All registered students are bound by these Bye-laws and Regulations which is available for reading online at the ACCA website. Principles related to misconduct in examinations are reproduced in the ACCA Student Handbook for easy reference.

We also seek the cooperation of students studying at SAA to comply with the disciplinary rules set by the Academy.

## 12.2 Disciplinary Authority

The Training Director or any person authorized by him shall have the power to enforce discipline on the Academy's premises. The authorized person shall have the power to:

- i) Reprimand the student for the offence.
- ii) Demand for and make a copy of the student's identification documents.
- iii) Request the student to leave the class.
- iv) Report the offence to the Academy's Management or ACCA UK for further actions.

## 12.3 Disciplinary Rules

These rules shall come into operation on 1 January 2005. The offences and disciplinary actions include but are not limited to those listed below:

Examples of Offences	SAA Actions
Attending lectures without payment (students are required to carry their Student card, Student's Pass or Identity Card for attendance check purpose)	Student identified on the first two occasions will be issued with a written warning. Student found committing this offence for more than 2 occasions would be dismissed immediately from the course and reported to ACCA UK.
Attending lectures without authorization.	Pay S\$5 fine.
Arriving more than half an hour late for a lecture	Student is required to wait for class break. Attendance marked as absent.
Disrespectful behavior and insubordination to lecturers and staff.	Verbal and/or written warning. Temporary suspension from classes without refund.
Causing disturbance in class. Eg. talking on the handphone, handphone / pager not on vibration mode	Verbal and/or written warning. Temporary suspension from classes without refund.
Use of equipment with audio and visual capabilities without prior approval from the lecturer / Academy.	Verbal and/or written warning. Temporary suspension from classes without refund.
Smoking in the premises of CPA House, eating and drinking in the classrooms / library / computer laboratory	Verbal and/or written warning.
Forging of documents or possession of forged documents. Eg forged medical certificates, official documents	Expulsion from the Academy. Handing over to the Singapore Police, depending on seriousness of offence.
Cheating or dishonesty in CBE examinations	Deemed failure in the examination. Report to ACCA UK.
Unauthorised use and illegal copying of copyright materials including printed and/or non-printed materials and computer software, the disclosure of computer passwords to others	Temporary suspension from classes. Expulsion from the Academy.
Destruction or damage to property within the Academy's premises	Verbal and/or written warning. Payment of costs.
Criminal. Eg Theft, possession/consumption of drugs, fighting or gambling	Expulsion from the Academy. Handing over to the Singapore Police.

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**v) Exemption**

A non-transferable, non-replaceable, **Credit Note**, which is valid for 6 months, will be issued for students who withdraw from a class due to exemption provided the 3-classes requirement is fulfilled. The credit amount will be as follows:

Percentage of course fees	Requirements: Proof of exemption and request are received:
100%	Before course commencement.
75%	Within 1 <sup>st</sup> month of study.
50%	From 2 <sup>nd</sup> month of study.
0%	From 3 <sup>rd</sup> month onwards.

**11.3.3 ICA Security Deposit (applicable to SAA sponsored student)**

Where applicable, in the event of termination of SAA Student's Pass, the student should submit the Application for Refund Form (Appendix 4) to SAA to apply for a refund of the ICA security deposit. This refund will take about 10-12 weeks (Immigration takes about 6 weeks to refund the deposit to "ICPAS") to process and the amount would be refunded in Singapore currency in the form of Bank draft or cheque.

**11.3.4 SPS Insurance Premium**

In the event:

- i) SAA cancels the course, the premium will be refunded in full to the student.
- ii) Student's Pass application is not successful, the premium will be refunded after deducting an administrative fee of S\$30 by NTUC.
- iii) No refund will be issued for withdrawals and students transferring to other institutions.

**ATTS students**

Delay in payment to ATTS will result in students' name being removed from the register. Students will no longer be eligible to sit for the coming examination.

To terminate ATTS student status:

- 1. Pay all dues (e.g. student fees for the year, examination fees etc).
- 2. Notify ATTS in writing by 30 November.
- 3. Return ATTS student card to ATTS together with the withdrawal letter.

**6.4 Student Re-registration**

Students need to pay re-registration fees plus penalty fees (if applicable) to ACCA (UK) and administration plus penalty fees to ICPAS (please refer to Table 1 in point 6.2). Any outstanding exemption or examination fees will also need to be paid.

Re-registration forms can be obtained from ICPAS Examination & Student Registry. The application closing dates for re-registration are the same as for initial registration.

**6.5 Refund Policy**

No refund of registration fees and administration fees unless application is rejected by ACCA (UK) or ICPAS. Request for refund may be made through the Examination & Student Registry Request Form (Appendix 1).

**6.6 Student Request**

Students can submit their requests to the ICPAS Examination & Student Registry through the Examination & Student Registry Request Form (Appendix 1).



## 7.1 Examination Registration

### ACCA / CAT students

All registered students will receive Examination Entry Form (EEF) for registration of examinations. Students are registered for an examination session only if they send back the EEF together with the examination fees to ACCA (UK). Alternatively, students can make online registration for ACCA / CAT examination via ACCA website (www.accaglobal.com).

An Examination Acknowledgement Slip will be issued to students whose EEF reaches ACCA (UK) before the deadline. The slip can be printed instantly for students who registered their examinations online.

After which, students should expect to receive the Examination Attendance Docket (EAD), detailing the examination venue, papers registered for and seat numbers, from ACCA (UK).

All non-receipt of or incorrect details stated on EEF, Examination Acknowledgement Slip and EAD can be reported to ICPAS Examination & Student Registry.

### ATTS students

All registered students will receive Examination Entry Form (EEF) for registration of examinations. Students are registered for an examination session only if they send back the EEF together with the examination fees to ATTS.

After which, students should expect to receive the Examination Attendance Docket (EAD), detailing the examination venue, papers registered for and seat numbers, from ATTS.

All non-receipt of or incorrect details stated on EEF and EAD can be reported to ICPAS Examination & Student Registry.

	June Examination		December Examination	
	ACCA / CAT	ATTS	ACCA / CAT	ATTS
<b>Examination Entry Form (EEF)</b>				
Receipt of EEF / Examination results	From 3 <sup>rd</sup> week of February	From 3 <sup>rd</sup> week of March (for EEF) From 3 <sup>rd</sup> week of July (for Exam Results)	From 3 <sup>rd</sup> week of August	From 3 <sup>rd</sup> week of September (for EEF) From 3 <sup>rd</sup> week of January 2006 (for Exam Results)
Report of non-receipt of EEF	From 1 <sup>st</sup> week of March	From 1 <sup>st</sup> week of April	From 1 <sup>st</sup> week of September	From 1 <sup>st</sup> week of October
ACCA or CAT EEF to reach ACCA (UK) office by	15 April	NA	15 October	NA
ATTS EEF to reach ICPAS Examination & Student Registry by	NA	15 April	NA	15 October
<b>Examination Acknowledgement Slip</b>				
Receipt of Exam Acknowledgement Slip	2 weeks after submission of EEF	NA	2 weeks after submission of EEF	NA
Report of non-receipt of Exam Acknowledgement Slip	From 1 <sup>st</sup> week of April	NA	From 1 <sup>st</sup> week of October	NA
<b>Examination Attendance Docket (EAD)</b>				
Receipt of EAD	3 weeks before examination	3 weeks before examination	3 weeks before examination	3 weeks before examination
Receipt of EAD	From 3 <sup>rd</sup> week of May	From 1 <sup>st</sup> week of June	From 3 <sup>rd</sup> week of November	From 1 <sup>st</sup> week of December



Cheque refund will only be approved under the following circumstances:

- Classes cancelled by SAA
- Completion of all or any Part Three Core Papers / Completion of CAT Course
- 50% of the course fees (excludes cost of books) will be refunded to the student upon request. Please submit the request with a copy of the examination results by 5 March or 3 September for January / July Intakes respectively.

## 11.3 Withdrawal / Refund Policy – International Student

### 11.3.1 Application Fee, Sponsorship Fee and Student Administration Fees

The application and sponsorship fees paid to ICPAS are non-refundable under any circumstances. The student administration fees paid to ICPAS and ACCA UK are non-refundable unless the application is rejected by ACCA UK.

### 11.3.2 Course Fees

#### i) Cancellation of Course

Full course fees will be refunded to the student in the event that the course does not commence on the stipulated course-started date or termination of course midway.

#### ii) Student's Pass application not successful

For **new application**, full course fees will be refunded to the student if Student's Pass application is not approved by ICA.

For **renewal application**, the paid course fees will be refunded as follow:

Percentage of course fees	Requirements: Rejection letter is received
100%	Before course commencement
75%	Within 1 <sup>st</sup> month of study
50%	Within 2 <sup>nd</sup> month of study
0%	From 3 <sup>rd</sup> month onwards

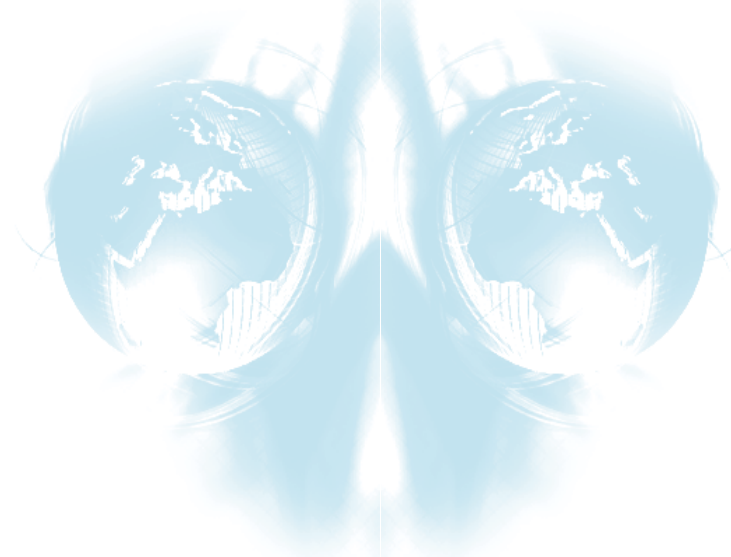
#### ii) Withdrawal/Transfer to other institutions.

The paid course fees will be refunded on the following conditions:

Percentage of course fee	Requirements: Written notice of withdrawal is received:
100%	More than 60 days before course commencement.
75%	30 days to 60 days before course commencement.
25%	Less than 30 days to 1 day before course commencement.
10%	From 1 <sup>st</sup> day to 14 <sup>th</sup> day after course commencement.
0%	From 14 <sup>th</sup> day after course commencement.

#### iv) Graduate

50% of the paid course fees will be refunded to the student who graduates from the programme. The student must cancel the Student's Pass within two weeks after the release of examination result. Please submit the request with a copy of the exam results and the proof of the cancellation of student's pass to SAA by 5 March / 3 September for January/July Intake respectively.



### 11.2.1 January / July Intake

Credit Note Amount as a Percentage of Course Fees paid (exclude cost of books)	Requirements: Written notice of withdrawal is received:
100%	Before course commencement
75%	Within 1 <sup>st</sup> month of study
50%	Within 2 <sup>nd</sup> month of study
0%	From 3 <sup>rd</sup> month onwards

### 11.2.2 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 28 February or 31 August
0%	From 1 March or 1 September

### 11.2.3 May / November Revision Intake

Credit Note Amount as a Percentage of Course Fees paid (exclude cost of books)	Requirements: Written notice of withdrawal is received:
100%	More than 30 days before course commencement
50%	Less than 30 days to 1 day before course commencement
0%	After course commencement

### 11.2.4 Exemption

Credit Note Amount as a Percentage of Course Fees paid (exclude cost of books)	Requirements: Written notice of withdrawal is received:
100%	More than 30 days before course commencement
50%	Less than 30 days to 1 day before course commencement
0%	After course commencement

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

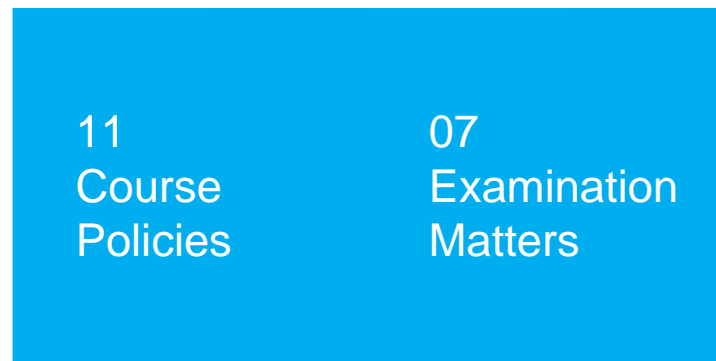
- Hospitalisation
- Pregnancy
- Medical reasons
- Short term overseas assignments which is more than 2 months
- Emergence reservist which is more than 2 weeks
- Heavy work commitment certified by company
- Release of examination results

Students who wish to withdraw from any class following the release of the examination results will be issued credit note amounting to 50% of the total course fees paid (excludes cost of books). Please submit the request with a copy of the examination results latest by 5 March or 3 September for January / July Intakes respectively. No cheque refund will be issued.

Withdrawal of class(es) due to the following reasons will not be approved:

- Heavy work commitment, without certification from company
- Family commitment
- Holiday trips

NOTE: All other reasons will be approved on a case-by-case basis.



### 7.2 Examination / Exemption Fees

#### ACCA

Part 1 (Papers 1.1 – 1.3) : £40 per paper  
 Part 2 (Papers 2.1 – 2.6) : £48 per paper  
 Part 3 (Papers 3.1 – 3.7) : £56 per paper

#### CAT

Introductory Level (Papers T1 – T2) : £30 per paper  
 Intermediate Level (Papers T3 – T4) : £30 per paper  
 Advanced Level (Papers T5 – T10) : £35 per paper

#### ATTS

S\$50 per paper

NOTE: - All fees are subject to revision.

- Exemption fees are applicable for ACCA Parts 1 & 2, CAT Advanced Level and ATTS Papers 1 – 3.
- Examination and exemption fees for ACCA / CAT papers are to be paid directly to ACCA (UK).

### 7.3 Examination Dates

Examinations are normally held over the first 2 weeks of June and December (ACCA / CAT) and 3rd week of June and December (ATTS). Please refer to the monthly Student Accountant for the exact dates for ACCA / CAT examinations.

### 7.4 Script Review Service for ACCA Examination

Students may request for an examination script review at a fee of £55 per paper (for Part 2 papers) and £60 per paper (for Part 3 papers). This is not a re-marking service. ACCA UK will only accept request for re-marking if you have received "Absent" as the result for a paper you sat for.

### 7.5 \*Computer-Based Examinations

Computer-based examinations (CBE) are available for ACCA Papers 1.1 (Int) and 1.2 (M1 and M2 for MSER student) and CAT Papers T1 – T4. The ACCA CBE is held for 6 months (in January, February, March, July, August and September) while the CAT CBE is held monthly. Please enquire at the SAA Student Reception Counter for examination dates one month before each examination session.

### 7.6 \*Mock Examinations

Mock examinations will be available on the ICPAS website (www.icpas.org.sg) from May for June examinations and November for December examinations. Hard copies are also available at the SAA Student Reception Counter.

### 7.7 \* E-Quiz

All SAA students are entitled to access E-Quiz. It is an e-learning portal that supplements lectures by providing a convenient channel for students to consolidate the concepts learnt during lectures. Instructions to access E-Quiz website will be distributed to students in February and August.

\* Note: Items 7.5 – 7.7 are only applicable to ACCA & CAT students.



### 8.1 Course Intake

Type of classes	Intake	Starting Date of Enrolment	Type of Discount
Intake for international students with English classes	April October	Refer to International Student Enrolment Form	NA
New classes for June and December examination	January	November of the previous year	Enroll by 31 December (January Intake)
	July	May of the current year	Enroll by 30 June (July Intake)  Course Promotion (ACCA & CAT) 1 Paper 5% 2 Papers 15% 3 Papers 25%  Early Bird Discount Further 5% discount on top of course promotion. Enroll by 30 November (for January Intake) or 31 May (for July Intake)
ACCA/CAT Pro-rated classes (joining the existing January or July intake classes)	February August	One week before the release of the June / December examination results	NA
ACCA/CAT Revision classes	May November	One week before the release of the June / December examination results	20% discount if enroll by 15 April (for May revision) or 15 October (for November revision)  Existing SAA students enjoy SAA Student Rates.  (Course Promotion only applicable for ACCA)

### 8.2 ACCA / Oxford Brookes University Degree Partnership (Mentorship Programme)

ACCA students who have completed the first 9 papers (up to Paper 2.6) can choose to pursue the Oxford Brookes University – BSc (Honours) Applied Accounting, by submitting a Research and Analysis Project (up to 5,000 words).

The Mentorship Programme at SAA aims to equip students with the skills to complete the research project and to fulfill the requirements under the project.

Please refer to the SAA ACCA / Oxford Brookes University Degree Partnership (Mentorship Programme) brochure for more information.

### 8.3 Course Materials

Lecture notes, manuals and revision kits are inclusive in the ACCA / CAT course fees for January and July Intakes. For the ATTS course, only lecture notes and manuals (Papers 1 - 4) are inclusive in the course fees. ATTS Paper 5 manual has to be purchased separately.

Manuals and revision kits have to be purchased separately for the Pro-rated and Revision intakes. BPP passcards are inclusive in the Revision intake.

If you have missed a class on a particular day, you may collect the lecture notes, if any, for that class, from the printing room at #01-01 within 1 month from the date of lesson.



### 11.1 Class Transfer Policy (applicable to both local and international students)

Please fill up the Course Request Form (Appendix 2) for request of class transfers.

A processing charge of \$20 is imposed for each class transfer after the course enrolment form is submitted.

No class transfers will be allowed

- After 31 March for the January intake
- After 30 September for the July intake
- After course commencement for the May / Nov Intensive Revision intake

The processing charge will be waived under the following circumstances:

#### i) Request is made within 1 week after each June / December examination

Students must be registered for the June / December examinations. A top-up of the difference in course fees is required or a credit note for any balance fees resulting from the transfer will be issued.

#### ii) With Proof of Examination Results

The processing charge will be waived if you transfer to the papers that are graded failed or from papers that are being graded passed. For papers graded absent or unmarked, the processing charge is still applicable. All requests to transfer class must be submitted by 31 March or 30 September. There will be no top up or refund of course fees should there be any difference in the amount.

Students can bring back the manual(s) / kit(s) of the paper(s) they transferred from to exchange for the manual / kit of the new paper. Lecture notes starting from the week of the Pro-rated class till the end of the sessions are inclusive in the transfer. Any lecture notes that were issued before the week of the Pro-rated class has to be purchased at S\$10 per class.

#### iii) Paper Exemption

The processing charge will be waived if students are exempted from the classes that they are attending. A top up of course fee is required if there is a difference in course fee between the current and new class. A credit note will be issued for excess course fees. Please refer to the guidelines stated in Section 11.2 (for local student) or Section 11.3 (for international student).

#### iv) Classes Cancelled by SAA

The processing charge will be waived if students transfer classes due to cancellation of classes by SAA before the commencement of the intake.

### 11.2 Withdrawal / Refund Policy - Local Student

Students who wish to withdraw from their classes must fill up the Course Request Form (Appendix 2) and submit to the SAA Student Reception Counter for processing.

A non-transferable, non-replaceable **Credit Note**, which is valid for 6 months, will be issued according to the following guidelines:



### 10.8 Renewal of Student's Pass

Students are required to submit the Application of Student's Pass Form to SAA two (2) weeks before the expiry date of the existing Student's Pass and ensure that the respective course fees are paid in full.

### 10.9 English for Accountancy Program (EAP)

SAA will offer a customized English Programme for Accountancy students which starts in October 2005. It is designed for students intending to gain entry to Certified Accounting Technician (CAT) or Association of Chartered Certified Accountants (ACCA) courses with SAA.

There are four levels for this programme,  
 - Elementary, Upper Elementary, Intermediate, Upper Intermediate.

Students are required to sit for a Placement Test to determine the appropriate level of study. Each level is 3 months. It costs \$2,000 for one level and \$3,500 for two levels.

### 10.10 Accommodation for International students

SAA can assist you in finding suitable accommodation. We are in contact with a number of accommodation providers, all of whom offer comfortable, clean and affordable accommodation within commuting distance from SAA.

### 10.11 Transfer to Other Institution

Students who wish to transfer to other institutions before the course of completion should submit notice of withdrawal in writing giving a valid reason before the attendance is given. The paid fees are subject to SAA's Withdrawal / Refund Policy, Section 11.3.

### 10.12 Cancellation of Student's Pass

Students who wish to cancel the Student's Pass should inform :

- ICA and surrender the student's Pass to:  
 Controller of Immigration  
 Immigration & Checkpoints Authority  
 ICA Building  
 10 Kallang Road #04-00  
 Singapore 208718
- SAA and submit a photocopy of the Disembarkation / Embarkation Card

### 10.13 Service Standards

<i>Documents to be processed</i>	<i>Processing Days required (exclude date of submission)</i>
Student's Pass new application form and Letter of Acceptance	3
Student's Pass renewal application form/Attendance Rate (transfer out)	3
Certification Letter	3
Request for brochures / forms	1
E-mail enquires	2
Refund of course fees	21
Refund of ICA Security Deposit	21 (Upon receipt of refund from ICA)

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### 8.4 Replacement for Classes Missed

If circumstances prevent you from attending the class that you have enrolled for, you may attend another class by the same lecturer. Students must obtain an Authorization Slip from the SAA Student Reception Counter before attending the class. Students can attend the first 3 lessons free and each subsequent lesson to be charged at \$5.

### 8.5 Deferral of Studies

SAA does not allow students to defer their course of study from one intake to the next intake. Students have to withdraw from the current intake. Please refer to Section 11.2 for SAA's Withdrawal Policy.

### 8.6 Rebate of Study Manuals and Revision Kits

Students are entitled to the book(s) rebate for the same subject(s) they enrolled for in the previous intake provided that there is no updated version of the said book(s). The rebate amount will be advised upon enrolment.

### 8.7 Referral Scheme

Students can enjoy a \$50 rebate from their course fees when they refer a friend to SAA. Terms and Conditions apply. Please approach the SAA Student Reception Counter for more information on this referral scheme.

### 8.8 Loyalty Bonus

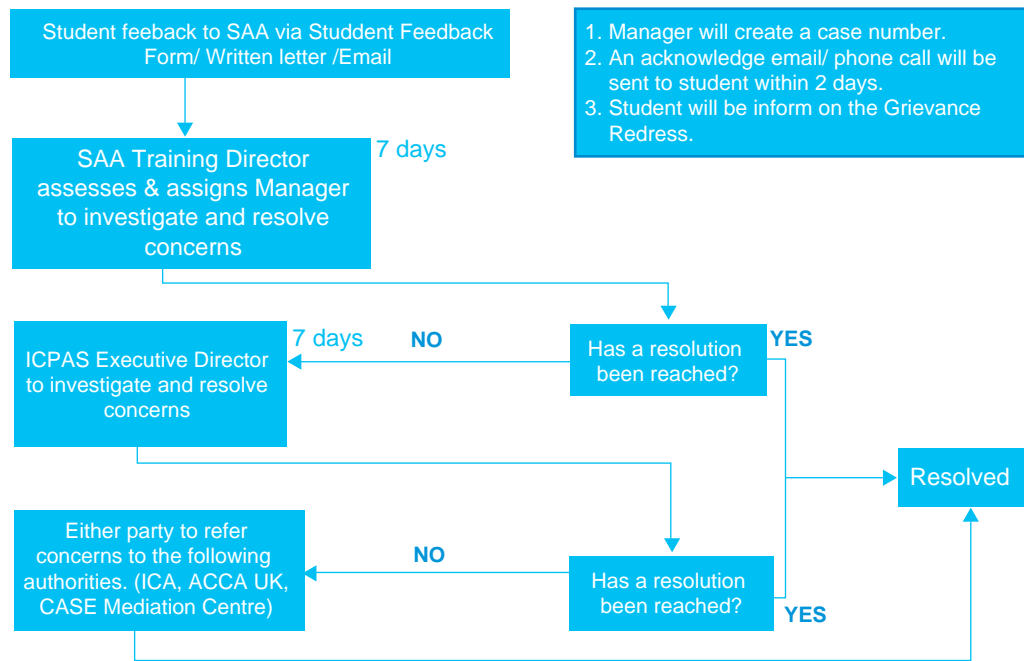
Existing SAA students can enjoy a \$20 loyalty rebate from their course fees when they continue their studies with SAA. Please approach the SAA Student Reception Counter for more information on this loyalty bonus.

### 8.9 Student Feedback Channels

As a constant effort towards improving our services, SAA welcomes any feedback from students. Please feel free to approach any of the administrative staff or fill up the Student Feedback Form available at the SAA Student Reception Counter. Alternatively, you may wish to provide your feedback by mail or email.



### 8.9.1 Complaint & Feedback Procedure



### 8.10 Student Advisory Services & Counseling

SAA has a group of Course Counselors who are prepared to advise you on any course matters. If you face any problem during the study, please visit them at the SAA Student Reception Counter.



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### 10.4.2.2 ACCA Students

ACCA students with at least 90% attendance and who are left with 1 or 2 papers in Dec 05 exams may enroll for less than 3 papers with proof of the latest exam entry or exam result.

Graduating students who are sitting for the last papers in Jun 05 exams can enroll for the balance of the 2 optional papers. After the release of the Jun 05 exam results, graduates can retain their Students' Pass by continuing to attend these classes, subjected to ICA's approval. All graduates will have their Students' Pass terminated by end of December.

Students who did not graduate will need to top-up to a minimum of 3 classes.

### 10.5 Student Protection Scheme (SPS)

The following group of students need to be covered under SPS and are required to enter a Standard Student Contract which is recommended by CASE. In addition, a SPS Insurance Premium has to be made to SAA.

- i) Existing SAA student who is transferring course programme (Eg: From CAT to ACCA).
- ii) International students applying for SAA Student's Pass for the first time.

### 10.6 Payment Policy

#### 10.6.1 New International Student's Pass Holders

Students who wish to study in SAA as a Student's Pass Holder for the first time must pay the following fees:

#### i) Full Payment Upon Application for Admission

	ACCA Student	CAT Student
* Application Fees	S\$250	S\$250
* SPS Insurance Premium	S\$120	S\$66
Course Fees	Minimum 3 subjects**	T1-T5
* Student Administration / Registration Fees	S\$120 + £ 57	\$90 + £52

\* These payments are non-refundable under any circumstances.  
 \*\* Students enrolling for the 4th class (repeated paper within the same intake) are entitled to 50% discount off the normal course fees for the said class, excluding the cost of manuals and revision kits.

#### ii) Full Payment Upon Approval of Student's Pass

- Sponsorship fee of S\$500.00, if SAA is the local sponsor.
- ICA Security Deposit (only applicable to CAT students). Amount varies from \$1,000 to \$5,000, depending on Country of Origin of the student.

#### 10.6.2 Continuing International Student's Pass Holders

- Full payment of course fees.
- Students enrolling for the 4th class (repeated paper within the same intake) are entitled to 50% discount off the normal course fees for the said class, excluding the cost of manuals and revision kits.

### 10.7 Deferral of Studies

SAA will not be responsible for the late approval of the Student's Pass.

Students who wish to defer their course of study may make a request by filling up the Course Request Form (Appendix 2) with supporting documentation. Approval will be granted on a case-by-case basis.



### 10.3.1 Student Administration

All Student's Pass Holders are required to register under the ICPAS / ACCA or CAT(S) / ACCA Joint Scheme during time of application for the Student's Pass.

### 10.3.2 SAA as a Local Sponsor

Once the Student's Pass application is approved by ICA, the student needs to pay a S\$500 sponsorship fee and the required ICA security deposit (applicable to CAT student only) to ICPAS.

## 10.4 Enrolment Policy – Continuing International Students

Continuing International Students refers to current SAA Student's Pass Holders or those who are transferring in from other schools in Singapore.

### 10.4.1 Student Administration

All Student's Pass Holders who are transferring in from other schools in Singapore to SAA are required to register under the ICPAS / ACCA or CAT(S) / ACCA Joint Scheme during time of application for the Student's Pass.

All existing SAA Student's Pass Holders are required to pay the ICPAS student fees and ACCA subscription fees annually (refer to Section 4.2).

### 10.4.2 Enrolment for July 05 Intake

All Student's Pass Holders are required to attend a minimum of 3 weekday daytime classes from Monday to Friday.

#### 10.4.2.1 CAT Students

CAT students with at least 90% attendance and who are left with 1 or 2 papers in Dec 05 exams may enroll less than 3 papers with proof of the latest exam entry or exam result.

Graduating students from the Jun 05 exams can enroll for either CAT or ACCA classes in the Jul 05 intake. The table below depicts the situation when CAT graduating students fail the June 05 exams or graduate from the programme.

July 05 Intake	June 05 Exams Results Released	
	Fail	Pass
Enroll CAT classes	Continue CAT classes and top-up according to the number of papers left to be attempted.	Student's pass transfer to ACCA, paper to paper transfer, with no top-up or refund required. Min 3 ACCA classes.
Enroll min 3 ACCA classes	Continue ACCA classes and enrol CAT classes separately at 50% discount off the CAT course fees.	Continue ACCA classes.

### 9.1 SAA - NTUC Scheme (Applicable to ACCA students only)

ACCA students who are NTUC Union Members are entitled to 25% discount off SAA published course fees (before discount), regardless of number of classes enrolled. Please enroll directly at:

- 1) International Plaza, #06-18 or
- 2) Buona Vista Centre, #04-01 Ulu Pandan CC

### 9.2 ACCA Employer Accreditation

Students whose companies are under the ACCA Employer Accreditation are entitled to a further 5% discount on the course fees after all relevant discounts. You will need to present a letter from your companies upon enrolment stating your full-time employment status, to enjoy this discount. Please check with ACCA Singapore on the eligibility of your companies under this accreditation.

### 9.3 Skills Development Fund (SDF), Skills Redevelopment Programme (SRP) and Surrogate Employers Programme (SEP) (applicable to CAT student only)

CAT is an approved course for funding under the SDF, SRP and SEP initiative. Under this initiative, students are eligible to apply for SDF grant for course fees as well as absentee payroll incentives. For more information on the SDF or SRP scheme, please visit the website at [www.sdf.gov.sg](http://www.sdf.gov.sg) or [www.srp.org.sg](http://www.srp.org.sg)

### 9.4 SAA Bursary (applicable to both ACCA and CAT students)

Under the SAA bursary scheme, students with financial difficulties are awarded with a sponsorship of their course fees. Please contact SAA for more details on the bursary award.

### 9.5 Excellence Award Scheme (applicable to both ACCA and CAT students)

ACCA prizewinners and CAT students with outstanding results from the June / December examinations and who took the classes with SAA in January / July intake are awarded with a sponsorship for their classes for the next intake. Letters stating the details on the sponsorship will be sent to students in May and November each year.

## 10 International Student Matters

## 09 Financial Assistance



## 10.1 ICA Rules and Regulations

All international students wishing to pursue their studies at Singapore Accountancy Academy (SAA) must apply for a Student's Pass with the Immigration & Checkpoints Authority (ICA) in Singapore. Exemption from applying the Student's Pass are only granted if you are a Singapore Permanent Resident or holding an employment pass, work permit, dependent's pass, long-term social visit pass or Immigration Exemption Order.

As a SAA International Student's Pass Holder, the student

- Observes the conditions as stipulated on the Student's Pass card and Disembarkation/Embarkation card issued.
- Attends the course at SAA only, unless written permission is obtained from ICA.
- Attends the classes regularly.
- Reports to school at least 7 hours in the daytime from Monday to Friday.
- Surrenders the Student's Pass and Disembarkation/Embarkation card for cancellation within 7 days of the date of cessation or termination of studies.

### 10.1.1 Duration of Student's Pass

The Number of years granted by ICA for International Students to complete the respective programme is as follows:

Course Title	
ACCA Course incorporating English Language	4 Years
ACCA Course	3 Years
ACCA Course incorporating English Language	2.5 Years
CAT Course	1.5 Years

- ACCA programme: Student's Pass is valid for 1 year and subject to renewal upon expiry of the Student's Pass. The ICA security deposit is waived.
- CAT programme: Student's Pass is valid for 6 month and subject to renewal upon expiry of the Student's Pass. The ICA security deposit is required.

### 10.1.2 Reporting to ICA by SAA

SAA is required to report to ICA in the following circumstances:

- the student has failed to attend classes for a continuous period of 7 days or more without any valid reason; or
- the student has not attended classes regularly i.e. where the percentage of attendance is 90% or lower in any month of the course without any valid reason; or
- the student's studies in SAA has been terminated.

#### Immigration and Checkpoints Authority (ICA)

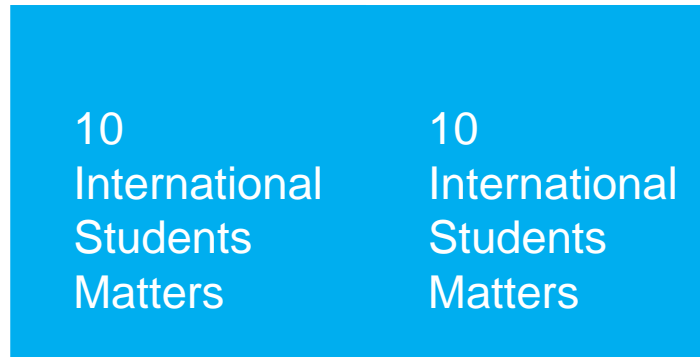
10 Kallang Road #04-00  
ICA Building  
(Next to Lavender MRT Station)  
Singapore 208718  
Telephone : 0065-63916100  
Fax : 62980843 / 62980837  
Website : <http://www.ica.gov.sg>  
Email : [ICA\\_Feedback@ica.gov.sg](mailto:ICA_Feedback@ica.gov.sg)

## 10.2 Attendance Policy

### 10.2.1 Attendance Requirement

Students are required to carry the Student's Pass at all times and must attend all the stipulated classes/library research and to attain at least 90% attendance. Students are not allowed to attend any classes which they are not enrolled in unless authorised by SAA staff.

SAA Student's Pass Holders must obtain permission from ICA in writing to attend courses from other school.



## 10.2.2 Facial Recognition System

### Effective Time:

Log-In Time : within 30 minutes before or after the start time of the class/library research.

Log-Out Time : within 1 hour after the class/library research

Attendance taken from Facial Recognition System will be compiled as the monthly attendance report for submission to ICA. If the system fails, the student is required to sign in and sign out at #01-05 under the supervision of a SAA staff.

You are required to log in and out twice a day, at the beginning of the day before the start of your class / library research and at the end of the 7 hours daily requirement .

### 10.2.3 Random Check

The lecturers for every class will conduct random checks. The student's identity will be verified based on the Student's Pass or student registration card, followed by the student's signature on the random checklist.

Attendance taken during random check would supersede the daily attendance marked with the Facial Recognition System.

### 10.2.4 Leave of Absence

Students who are absent from classes due to medical reason(s) are required to submit the Request for Leave of Absence form (Appendix 3) together with the Medical Certificate (MC) to SAA within two (2) days from the date of absence. Only Singapore Medical Certificate issued by certified doctors will be recognized.

SAA will approve leave of absence based on the following reasons. Other reasons for absence will be treated as absent from classes.

Reasons	No. of approved leave granted
Compassionate leave for immediate family members	10 days
Marriage leave for the student	5 days

### 10.2.5 Attendance Record

SAA keeps attendance records for all Student's Pass Holders throughout the course of study. The following actions will be taken should students fail to attend the class(es).

No. of absent days	Actions
3 days	Phone Interview
4 days (+ 1 day after phone interview)	Send 1 <sup>st</sup> warning letter + interview
6 days (+ 2 day after 1 <sup>st</sup> interview)	Send 2 <sup>st</sup> warning letter (cc ICA) +Interview

\* Please note that all attendance record and conduct during the course of study in SAA are pre-requisites for the renewal of the Student's Pass.

## 10.3 Enrolment Policy – New International Students

New International Students refers to those residing overseas and wish to study at the Singapore Accountancy Academy (SAA) for the first time.

All Student's Pass Holders are required to attend a minimum of 3 weekday daytime classes from Monday to Friday.