

# APPLICATION FOR COURSE EXTENSION

If you intend to seek approval for a course extension, please submit this completed form and supporting documentation to your Student Experience team.

If you are seeking a course extension and as a result will require a course deferral, you will only be required to complete this form.

Applications for a course extension must be made to Kaplan as soon as it becomes clear that a student cannot complete the course within the expected duration outlined in the Offer Letter and COE (if relevant).

Course extensions are granted at Kaplan Business School’s discretion. Attendance and academic progress are taken in to consideration when assessing a students eligibility. Generally, extensions are only granted for compassionate and compelling reasons or for students where an intervention strategy has been implemented.

The tuition fee for the first trimester following a course extension must be paid in full, on or before subject enrolment. Please refer to the Academic Success Program for further information available on the KBS website: [kbs.edu.au](http://kbs.edu.au).

**USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.**

## STUDENT DETAILS

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)	
Family name	Given name(s)
Date of birth (dd/mm/yyyy)	Student ID

## CURRENT COURSE DETAILS

I am enrolled in the following course (please tick):

<b>Undergraduate courses</b> <input type="checkbox"/> Diploma of Business <input type="checkbox"/> Bachelor of Business <input type="checkbox"/> Bachelor of Business (Accounting) <input type="checkbox"/> Bachelor of Business (Marketing) <input type="checkbox"/> Bachelor of Business (Hospitality and Tourism Management)	<b>Postgraduate courses</b> <input type="checkbox"/> Graduate Certificate in Accounting <input type="checkbox"/> Master of Accounting <input type="checkbox"/> Master of Professional Accounting <input type="checkbox"/> Graduate Certificate in Business Administration <input type="checkbox"/> Graduate Diploma of Business Administration <input type="checkbox"/> Master of Business Administration
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## REASON FOR COURSE EXTENSION

Number of subjects remaining to complete the course	Number of trimesters required for extension

## CAMPUS DETAILS

I wish to continue my study at the same campus (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No   If no, please select the campus you wish to transfer to below.
New campus (please tick): <input type="checkbox"/> Adelaide <input type="checkbox"/> Brisbane <input type="checkbox"/> Melbourne <input type="checkbox"/> Sydney <input type="checkbox"/> Online

# APPLICATION FOR COURSE EXTENSION

## PACKAGED OFFERS (e.g. Diploma of Business to Bachelor of Business)

Are you on a packaged offer with KBS and therefore require a deferral on your next course?

Yes  No If yes, please complete the deferral information below

Course(s) to be deferred:

### Undergraduate courses

- Diploma of Business
- Bachelor of Business
- Bachelor of Business (Accounting)
- Bachelor of Business (Marketing)
- Bachelor of Business (Hospitality and Tourism Management)

### Postgraduate courses

- Graduate Certificate in Accounting
- Master of Accounting
- Master of Professional Accounting
- Graduate Certificate in Business Administration
- Graduate Diploma of Business Administration
- Master of Business Administration

I wish to commence my studies in (please tick):

Trimester 1  Trimester 2  Trimester 3

Year

Note: you will be required to sign a new Acceptance of Offer for the deferred course enrolment. Please note this will incur a AUD160 deferral fee. International student will receive a new CoE based on the revised start date.

## STUDENT DECLARATION

I understand that the maximum amount of time granted for an extension is two additional trimesters, depending on the length of the course.

I have read and understood the relevant Kaplan Business School policies.

### International Students (additional)

I am aware that if a Confirmation of Enrolment (CoE) extension is granted by Kaplan Business School it does not guarantee the relevant government department will approve a visa extension.

I understand it is my responsibility to consult with the relevant government department in relation to my visa.

I understand that Kaplan Business School does not take any responsibility for fees associated with a visa extension.

Student/Guardian signature

Date (dd/mm/yyyy)

## OFFICE USE ONLY

Form received date (dd/mm/yyyy)

Received by

Decision outcome (please tick)

Approved  Declined

Reason for outcome

Decision maker

Date (dd/mm/yyyy)

**Privacy:** Kaplan Business School collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our **Privacy Policy** including to your education agent, and to the Australian government as required or authorised by law. Our privacy policy contains detailed information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer at [privacy@kaplan.edu.au](mailto:privacy@kaplan.edu.au) for more information.

**International Students:** When this application has been approved for processing, the relevant government department(s) will be notified of the change of course and a new CoE will be created showing the new course details.

Return this form to your Kaplan Business School Student Experience Team:

### Adelaide

Level 1, 68 Grenfell Street  
Adelaide SA 5000  
Tel: +61 (0)8 8215 4100  
Email: [adelaide@kbs.edu.au](mailto:adelaide@kbs.edu.au)

### Brisbane

Level 3, 252 St Pauls Terrace  
Spring Hill QLD 4000  
Tel: +61 (0)7 3872 3800  
Email: [brisbane@kbs.edu.au](mailto:brisbane@kbs.edu.au)

### Melbourne

Level 4, 370 Docklands Drive  
Docklands VIC 3008  
Tel: +61 (0)3 9626 4576  
Email: [melbourne@kbs.edu.au](mailto:melbourne@kbs.edu.au)

### Sydney

Level 8, 540 George Street  
Sydney NSW 2000  
Tel: +61 (0)2 8248 6758  
Email: [sydney@kbs.edu.au](mailto:sydney@kbs.edu.au)