

APPLICATION FOR

CROSS INSTITUTIONAL STUDY

Please complete this form if you are a domestic or international student applying to study at another institution.

If another institution offers a subject or subjects not offered at Kaplan Business School that you want to do as part of your program, you may be able to enrol and get credit towards your Kaplan Business School degree. Students can submit this form to Student Services. Please note that applications may take up to 2 - 4 weeks to process.

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

Personal details

Title Mr Ms Other (please specify):	
Family name	
First name(s)	Male Female
Date of birth (d/m/y)	Student ID
Telephone (home/mobile)	
E-mail	
Do you hold a Permanent Student Visa? Yes No N/A	

Program details

Program title
Which other provider do you wish to enrol with?
Have you ever been enrolled with this provider? Yes No
If yes, provide your student ID number:

Enrolment

Enter the subject(s) you wish to study at the other provider below.
Enter the equivalent KBS subject(s) following your Academic Dean's advice.

Subject code and name	Subject value
1.	
2.	
3.	
4.	

Please attach subject outlines for the host institution listed above.
Equivalent KBS subject(s).

Academic Dean

Return this form to your Kaplan Business School campus admissions office:

Adelaide

Level 1, 68 Grenfell Street
Adelaide SA 5000

Tel: +61 (0)8 8215 4100

Email: kbsadl.studentservices@kbs.edu.au

Brisbane

Level 3, 252 St Pauls Terrace
Spring Hill, Brisbane QLD 4000

Tel: +61 (0)7 3872 3800

Email: kbsbri.studentservices@kbs.edu.au

Melbourne

Level 4, 370 Docklands Drive
Docklands, Melbourne VIC 3008

Tel: +61 (0)3 9626 4576

Email: kbsmel.studentservices@kbs.edu.au

Sydney

Level 8, 540 George Street
Sydney NSW 2000

Tel: +61 (0)2 8248 6758

Email: kbssyd.studentservices@kbs.edu.au

Subject code and name	Subject value	Approved Yes/No
1.		
2.		
3.		
4.		

Authority to study

Authorisation from other provider.

This student is authorised to study the subject(s)/program(s) listed above.	
Staff member's name	
Staff member's position	Date (d/m/y)
Signature	

Kaplan Business School Academic Dean Declaration.

This student is authorised to enrol in the subject(s)/program(s) listed above and upon successful completion will be eligible for credit at KBS for the equivalent subject(s).	
Academic Dean's name	Date (d/m/y)
Academic Dean's signature	

Approval is not granted routinely and is usually restricted to substantial grounds such as justifiable academic reasons, relocation for work commitments or compassionate reasons preventing you from attending class on-campus. Approval will not be granted if the subject is offered at Kaplan Business School. Please attach any additional supporting documentation for this application.

Privacy: We recommend that you read Kaplan's Privacy Policy published on our website www.kbs.edu.au/privacy

Office use only

Received by:	Date (d/m/y)
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Processed by:	Date (d/m/y)
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