

**T2 2017 ENROLMENT FORM FOR**

# BACHELOR OF BUSINESS

**Instructions**

- It is the student's responsibility to submit the completed subject enrolment form, along with the fee payment, no later than the Friday prior to the trimester commencing (14th July 2017). Subject enrolment forms submitted without payment will not be accepted.
- International students must enrol in a minimum of three (3) subjects (in trimester's 1 and 2) due to Student Visa requirements.
- Students must ensure prerequisites are met before enrolling in a subject.
- Students must review all Kaplan Business School policies and procedures including the School's Refund Policy at [www.kbs.edu.au](http://www.kbs.edu.au)

**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 (dd/mm/yyyy)	Student ID
Full address	
Suburb	Postcode
State	Country
Telephone (home/mobile)	
Passport number	Passport expiry date
Visa type	Visa expiry date
Visa grant number	
E-mail	
Campus selection (please tick one): Adelaide Brisbane Melbourne Sydney	
Stream selection (please tick one): General Accounting Hospitality and Tourism Management Marketing	

**New students (only)**

Complete the below totals.

<b>Subtotal</b>	AUD
<b>Less deposit on academic fees</b>	AUD
<b>Grand total</b>	AUD

**Payment details**

Note: Kaplan Business School does not accept cash payments. Tuition fees must be finalised by the Friday prior to the trimester commencing 14th July 2017.

Students with outstanding tuition fees after Friday 14th July will be charged a \$260 late payment fee.

Non-payment of outstanding tuition fees within the required timeframe could result in the cancellation of your enrolment. For International Students, this may result in you being reported to the Department of Immigration and Border Protection (DIBP) which may affect your visa.

<p>Please tick your preferred method of payment:</p> <p><input type="checkbox"/> EFTPOS (payments must be made on campus)</p> <p><input type="checkbox"/> Bank Transfer</p> <p>Payment* to be made to:</p> <p>Account name: <b>Kaplan Business School (Deposit)</b></p> <p>Bank: <b>HSBC Bank Australia Limited</b> <b>Swift Code: HKBAU25</b></p> <p>Branch address: <b>28 Bridge Street, Sydney, NSW 2000</b></p> <p>BSB: <b>342-011</b></p> <p>Account number: <b>461498-163</b></p> <p>*You are required to provide a copy of the bank transfer receipt with your completed subject enrolment form.</p> <p><input type="checkbox"/> Credit Card (payments must be made on campus in person or over the phone by contacting the campus).</p> <p><input type="checkbox"/> FEE-HELP</p>
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**Subject fees (applicable per subject)**

All fees must be paid at the time of enrolment.

No. of subjects enrolling in	Domestic	International
1	AUD1650	AUD1950
2	AUD3300	AUD3900
3	AUD4950	AUD5850
4	AUD6600	AUD7800

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### Subject selection

Please note: Refer to the course structure ([www.kbs.edu.au](http://www.kbs.edu.au)) for information on core and elective subjects when making your selection.

• Subject offered

Subject code	Subject name	Adelaide	Brisbane	Melbourne	Sydney
BUS101	Business Communication	•	•	•	•
BUS102	Introduction to Management	•	•	•	•
BUS103	Accounting for Managers	•	•	•	•
BUS104	Economics	•	•	•	•
BUS105	Business Information Systems	•	•	•	•
BUS106	Marketing Principles	•	•	•	•
BUS107	Commercial Law	•	•	•	•
BUS108	Quantitative Analysis	•	•	•	•
BUS109	Foundations of Academic Success 1 (Numeracy)	•	•	•	•
BUS110	Foundations of Academic Success 2 (English)	•	•	•	•
BUS111	Foundations of Academic Success 3 (Study Skills)	•	•	•	•
BUS114	Introduction to Economics	•	•	•	•
ACC201	Financial Accounting 1	•	•	•	•
ACC204	Corporations Law	•	•	•	•
ACC205	Management Accounting 1	•	•	•	•
HAT201	Intro to Hospitality and Tourism	•	•	•	•
HAT202	The Hospitality and Tourism Market	•	•	•	•
MAN203	Logistics & Supply Chain Management	•	•	•	•
MKT202	Mkting Research Essentials	•	•	•	•
MAN202	Business Ethics	•	•	•	•
BUS201	Foundations of Workplace Success	•	•	•	•
ACC301	Accounting Theory and Contemporary Issues	•	•	•	•
ACC303	Company Accounting	•	•	•	•
HAT301	Attraction & Event Management	•	•	•	•
HAT302	Food & Beverage Management	•	•	•	•
MKT301	Consumer Behaviour	•	•	•	•
MKT302	Digital Marketing	•	•	•	•
BUS307	Internship 1	•	•	•	•
BUS308	Internship 2	•	•	•	•

### Student declaration

I hereby apply for enrolment with Kaplan Business School. I agree that if this application for enrolment is accepted by Kaplan Business School, I will be bound by the rules, regulations, by-laws, policies and procedures of Kaplan Business School as laid down from time to time, including any disciplinary procedures. Please refer to Kaplan Business School education policies outlined in the 'Student Policies' section at [www.kbs.edu.au](http://www.kbs.edu.au). I confirm that the information provided by me in this form is in all respects correct and complete to the best of my knowledge and belief, and I consent to it being used by Kaplan Business School. I acknowledge that Kaplan Business School reserves the right to refuse my application for enrolment. I acknowledge that if at any time my conduct in classes, online discussion forums, assessment or otherwise is considered by Kaplan Business School to be inappropriate, Kaplan Business School reserves the right in its discretion to refuse me permission to attend any Kaplan Business School events or sit for any Kaplan Business School assessment, or to impose any penalty set down in Kaplan Business School's disciplinary procedures, whether or not I withdraw from the course or any subject. I acknowledge that Kaplan Business School's determination in respect of examination and assessment results is final and will not be subject to discussion or negotiation except in accordance with Kaplan Business School's education policies.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Enrolment checklist

I have checked the subject pre-requisites  
 I have signed and dated the student declaration  
 I have calculated all fees payable and completed payment details  
 I have selected my campus and subject(s)  
 I have checked that I have not enrolled in a subject I have been granted a credit/ Recognition of Prior Learning for. I understand that if I enrol in a subject I have been granted a credit/Recognition of Prior Learning for I will lose that subject and it will not be replaced with another subject  
 I understand it is a requirement at Kaplan Business School that I attend at least 70% of my classes in order to pass each subject.

### Office use only

To be completed by the SEO		To be completed by the SRO	
Check Enrolment Eligibility		Payment received/payment plan issued	
Noted in Diary		Entered in Edupoint	
Initial SEO	Date	Initial SRO	Date

**Privacy:** Kaplan Business School and its subsidiaries (collectively referred to as 'Kaplan') appreciate that privacy is very important to you.

Kaplan Business School has adopted a Privacy Policy that complies with the National Privacy Principles in the Privacy Act when dealing with personal information. Kaplan Business School recognises your right to expect that other people will treat your personal information as private. The Privacy Policy covers Kaplan's treatment of personally identifiable information that we collect or hold. The detailed Kaplan Privacy Policy is published on our website [www.kbs.edu.au/privacy](http://www.kbs.edu.au/privacy)

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  
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 Email: [sydney@kbs.edu.au](mailto:sydney@kbs.edu.au)