

# APPLICATION FOR COURSE TRANSFER

This form should be used if you are intending to transfer from your current Kaplan Business School (KBS) course to a new KBS course. Requests for Course Transfer will be processed during the enrolment period after results are released for the current trimester. If your application is successful, you may be eligible for credit towards your new course. International students, please note a Course Transfer may impact your Confirmation of Enrolment (CoE) length and student visa. Please contact the relevant government department or your agent for further information about how this may impact your student visa. Please meet with a Student Experience Team representative on your campus before submitting this form.

**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 (Hospitality and Tourism Management) <input type="checkbox"/> Bachelor of Business (Management) <input type="checkbox"/> Bachelor of Business (Marketing)	<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 Analytics <input type="checkbox"/> Graduate Diploma of Business Analytics <input type="checkbox"/> Master of Business Analytics <input type="checkbox"/> Master of Business Analytics (Extension) <input type="checkbox"/> Graduate Certificate in Business Administration <input type="checkbox"/> Graduate Diploma of Business Administration <input type="checkbox"/> Master of Business Administration <ul style="list-style-type: none"> <li><input type="checkbox"/> No Specialisation</li> <li><input type="checkbox"/> Specialisation: Entrepreneurship</li> <li><input type="checkbox"/> Specialisation: International Leadership</li> <li><input type="checkbox"/> Specialisation: Health Services Management</li> <li><input type="checkbox"/> Specialisation: Digital Management</li> <li><input type="checkbox"/> Specialisation: Project Management</li> <li><input type="checkbox"/> Specialisation: Tourism and Hospitality Leadership</li> <li><input type="checkbox"/> Specialisation: Women in Leadership</li> </ul>
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Are you receiving a scholarship for your current KBS course?

Yes    No

Reason for course transfer:

## NEW COURSE DETAILS

I wish to enrol 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 (Hospitality and Tourism Management) <input type="checkbox"/> Bachelor of Business (Management) <input type="checkbox"/> Bachelor of Business (Marketing)	<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 Analytics <input type="checkbox"/> Graduate Diploma of Business Analytics <input type="checkbox"/> Master of Business Analytics <input type="checkbox"/> Master of Business Analytics (Extension) <input type="checkbox"/> Graduate Certificate in Business Administration <input type="checkbox"/> Graduate Diploma of Business Administration <input type="checkbox"/> Master of Business Administration <ul style="list-style-type: none"> <li><input type="checkbox"/> No Specialisation</li> <li><input type="checkbox"/> Specialisation: Entrepreneurship</li> <li><input type="checkbox"/> Specialisation: International Leadership</li> <li><input type="checkbox"/> Specialisation: Health Services Management</li> <li><input type="checkbox"/> Specialisation: Digital Management</li> <li><input type="checkbox"/> Specialisation: Project Management</li> <li><input type="checkbox"/> Specialisation: Tourism and Hospitality Leadership</li> <li><input type="checkbox"/> Specialisation: Women in Leadership</li> </ul>
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I wish to continue my study at the same campus (please tick)

Yes    No   If no, please select the campus you wish to transfer to below

New campus (please tick)    Adelaide    Brisbane    Melbourne    Perth    Sydney    Online

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## STUDENT DECLARATION

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

I understand that if my application is approved this will lead to my current course enrolment being withdrawn.

I understand I will be required to sign a new Acceptance of Offer containing details of my new course and relevant fees.

**International Students (additional):** I understand I will receive a new CoE for the new course.

I understand a change of course may impact my student visa.

I understand it is my responsibility to seek advice from the relevant government department or my agent about the possible impacts to my student visa.

Student signature

Date (dd/mm/yyyy)

## OFFICE USE ONLY

Form received date (dd/mm/yyyy)	Received by	Decision outcome (please tick) <input type="checkbox"/> Approved <input type="checkbox"/> 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.

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

Ground Floor, 369 Ann Street  
Brisbane 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, Melbourne VIC 3008  
Tel: +61 (0)3 9626 4576  
Email: [melbourne@kbs.edu.au](mailto:melbourne@kbs.edu.au)

### Perth

1325 Hay Street  
West Perth WA 6005  
Tel: +61 (0)8 9322 4136  
Email: [perth@kbs.edu.au](mailto:perth@kbs.edu.au)

### Sydney

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