

APPLICATION FOR DEFERRAL & SUSPENSION OF STUDIES

INFORMATION FOR STUDENTS

Please read the information below before completing the form.

1. Deferral and suspension of Studies can only be approved on compassionate and compelling circumstances for a maximum of two consecutive trimesters. Extension beyond this time period is only granted in exceptional circumstances.
2. Applications for Deferral and Suspension of Studies must be submitted before the commencement of the trimester.
3. New students may defer a course that has been offered only once and this is subject to approval. Tuition and other fees may change when and if a new offer is generated. The policy of Kaplan Business School is to allow deferment of a formal offer until the commencement of the following intake.

All approved Deferral or Suspension of Studies will incur a fee. A list of all current fees can be found here: <https://www.kbs.edu.au/admissions/fees>

Approved Suspensions due to subject unavailability will have the fee waived.

International students

Please note: Suspending or canceling your enrolment may affect your student visa. Kaplan Business School will notify the relevant government department(s).

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):		Please tick as appropriate <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified	
Family name		Given name(s)	
Date of birth (dd/mm/yyyy)	Student ID		
Telephone (home/mobile)			
E-mail			
Full address			
Suburb	State		
Postcode	Country		

ENROLMENT DETAILS

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

Undergraduate courses

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

Postgraduate courses

- Graduate Certificate in Accounting
- Master of Accounting
- Master of Professional Accounting
- Graduate Certificate in Business Analytics
- Graduate Diploma of Business Analytics
- Master of Business Analytics
- Master of Business Analytics (Extension)
- Graduate Certificate in Business Administration
- Graduate Diploma of Business Administration
- Master of Business Administration

DEFERRAL OR SUSPENSION OF STUDIES DETAILS

Reason for Deferral or Suspension of Studies (please tick): Medical Personal reasons Other

Please provide further details and attach evidence to support your reason for Deferral or Suspension of Studies.

I wish to commence or return to my studies in (please tick): Trimester 1 Trimester 2 Trimester 3 Year (yyyy)

Are you staying in Australia for the suspension period? Yes No Unsure

Student signature

Date (dd/mm/yyyy)

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PAYMENT DETAILS

Note: Kaplan Business School does not accept cash payments above AUD25.

Please tick your preferred method of payment:

Credit Card

(Payments can be made on campus, over the phone by contacting the campus or online via: <https://www.kbs.edu.au/current-students/fee-payment>)

Note: a surcharge applies for all card transactions. See website for further details: <https://www.kbs.edu.au/admissions/fees>

Bank Transfer

Payment* to be made to:

Account name: **Kaplan Business School (Deposit)**
 Bank: **HSBC Bank Australia Limited** Swift Code: **HKBAU25**
 Branch address: **28 Bridge Street, Sydney, NSW 2000**
 BSB: **342-011**
 Account number: **461498-163**

*You are required to provide a copy of the bank transfer receipt with your completed form. Please include your student number in the reference ID for bank transfer.

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 for more information.

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

Adelaide

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