2026
DOMESTIC STUDENT APPLICATION FORM

KAPLAN BUSINESS SCHOOL AUSTRALIA

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

Submit the completed form and supporting documentation to the Kaplan Business School Admissions Team – **kbs.admissions@kbs.edu.au**.

STUDENT INFORMATION

Title ☐ Mr ☐ Ms ☐ Other (please specify):	Please tick as appropriate ☐ Male ☐ Female ☐ Non-binary ☐ Different term ☐ Prefer not to answer	
Family name		
Given name (First name)	Other given names (Middle name)	
Preferred name	Previous names (if applicable)	
Current address*		Country
Suburb	State	Postcode
Mobile	Telephone	
Email address	Family member's email address**	
Date of birth (dd/mm/yyyy)	Country of birth	Country of citizenship

If you are not an Australian citizen, please answer the following:

Do you hold Permanent Residency? ☐ Yes ☐ No	If yes, please provide a copy along with the following details Visa Type	Visa expiry date (dd/mm/yyyy)	Visa grant number
Do you have a USI (Unique Student Identifier) from the Australian Government? ☐ Yes ☐ No For more information visit www.usi.gov.au	If yes, please enter your USI.		

* Kaplan Business School requires your current address. If it is not supplied, your application cannot be processed. ** Please provide a family member's email address if you'd like them to receive broader updates from the school about our various engagement activities, student success stories, key events and more. By providing this email address, you confirm that the email account holder has been informed and has consented to receive these communications.

COURSE SELECTION

Please check the course duration at **www.kbs.edu.au**. Please refer to the typical course duration below.

Undergraduate

- ☐ Diploma of Business: 1 year
- ☐ Bachelor of Business: 3 years
- ☐ Bachelor of Business (Accounting): 3 years
- ☐ Bachelor of Business (Marketing): 3 years
- ☐ Bachelor of Business (Hospitality and Tourism Management): 3 years
- ☐ Bachelor of Business (Management): 3 years
- ☐ Diploma of Information Technology: 1 year
- ☐ Bachelor of Information Technology: 3 years

Non-award study

- ☐ Single Subject Study: 4 months (please specify subjects and subject numbers):
  - Total subject numbers:
  - ☐ Undergraduate subject code(s) and name(s):
  - ☐ Postgraduate subject code(s) and name(s):
- ☐ Cross Institutional Study: 4 months (please specify subjects)
  - ☐ Undergraduate subject code(s) and name(s):
  - ☐ Postgraduate subject code(s) and name(s):

Postgraduate

- ☐ Graduate Certificate in Generative AI for Business
- ☐ Graduate Certificate in Accounting: 8 months
- ☐ Master of Accounting: 2 years
- ☐ Master of Professional Accounting: 1 year, 8 months
- ☐ Graduate Certificate in Business Analytics: 8 months
- ☐ Graduate Diploma of Business Analytics: 1 year
- ☐ Master of Business Analytics: 1 year, 8 months
- ☐ Master of Business Analytics (Extension): 2 years
- ☐ Graduate Certificate in Business Administration: 8 months
- ☐ Graduate Diploma of Business Administration: 1 year, 4 months
- ☐ Master of Business Administration: 2 years
  - ☐ No specialisation
  - ☐ Single specialisation (select specialisation below)
  - ☐ Double specialisation (select specialisations below)
    - ☐ Specialisation: Entrepreneurship
    - ☐ Specialisation: International Leadership
    - ☐ Specialisation: Health Services Management
    - ☐ Specialisation: Digital Management
    - ☐ Specialisation: Project Management
    - ☐ Specialisation: Women In Leadership
    - ☐ Specialisation: Tourism and Hospitality Leadership
    - ☐ Specialisation: Data-Driven Leadership
    - ☐ Specialisation: GenAI for Business
- ☐ Graduate Certificate in Information Technology: 8 months
- ☐ Graduate Diploma of Information Technology: 1 year
- ☐ Master of Information Technology: 1 year, 8 months
  - ☐ No specialisation
    - ☐ Specialisation: Analytics
    - ☐ Specialisation: Web and Mobile Development
    - ☐ Specialisation: Cyber Security
    - ☐ Specialisation: Programming
- ☐ Master of Information Technology (Extension): 2 years
  - ☐ No specialisation
    - ☐ Specialisation: Analytics
    - ☐ Specialisation: Web and Mobile Development
    - ☐ Specialisation: Cyber Security
    - ☐ Specialisation: Programming
- ☐ Master of Business Analytics (Information Technology): 2 years

Valid from October 2026. Details may change. Published October 2026.
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COURSE INTAKE

Preferred intake	Year of commencement
☐ Trimester 1 – March ☐ Trimester 1 accelerated – May ☐ Trimester 2 – July ☐ Trimester 2 accelerated – September ☐ Trimester 3 – November ☐ Trimester 3 accelerated – December	

CAMPUS LOCATION

☐ Adelaide ☐ Brisbane ☐ Gold Coast ☐ Melbourne ☐ Perth ☐ Sydney ☐ Online

PREVIOUS EDUCATION

Please provide details of all of your previous academic qualifications, awards and courses. Please list the highest level qualification first.

Name of institution	Location of institution (country/state)	Name of qualification/ award/course (e.g. Bachelor of Business)	Delivery mode (e.g. Online/On campus)	Language of instruction	Years attended (e.g. 2014–2016)	Qualification/award/ course completed (Yes/No)
1.						
2.						
3.						

WORK EXPERIENCE

Name of employer/company	Location of employer/company (country/state)	Years employed (e.g. 2009–2013)	Name of position held
1.			
2.			
3.			

HOW DID YOU HEAR ABOUT KAPLAN BUSINESS SCHOOL?

☐ Exhibition ☐ Web ☐ Agent ☐ Family/Friend ☐ Other

REASON FOR STUDY

(Please tick appropriate box)

☐ To get a job
☐ To develop my existing business
☐ To start my own business
☐ To get a better job or promotion
☐ It was a requirement of my job
☐ I wanted extra skills
☐ To get into another course of study
☐ For personal interest or self-development
☐ Other reasons

SUPPORTING DOCUMENTATION

Please provide certified copies of supporting documentation:

☐ Certified copies of your academic transcript(s) and certificate(s)
☐ Identification – Copy of your passport OR birth certificate and photo ID (i.e. License)

RECOGNITION OF PRIOR LEARNING

Do you wish to apply for recognition of prior learning?

☐ Yes ☐ No

If yes, please provide the following evidence:

- Copies of subject outlines (information must include: learning outcomes, weekly structure, topic list, assessment details, contact hours/student workload);
- Verified copies of certificates and transcripts.

If documents are in a language other than English, please also provide certified translated copies. Refer to the KBS Recognition of Prior Learning Policy on our website www.kbs.edu.au.

ADDITIONAL SERVICES

Do you intend to pay your fees by utilising the Commonwealth Government FEE-HELP scheme? (For more information visit studyassist.gov.au/help-loans/fee-help)

☐ Yes ☐ No

If yes, please ensure that you complete a FEE-HELP application form when you accept your Offer of Admission.

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DISABILITY ASSISTANCE

Do you have a disability which may affect your learning? e.g. vision, hearing, mobility, learning difficulties, medical or other conditions

☐ Yes ☐ No

If Yes, please detail separately. Answering this question will not affect your application – the information you provide will assist us in assessing how we can best cater for your needs.

SCHOLARSHIPS

Are you applying for a scholarship?

☐ Yes ☐ No

If yes, please select your chosen scholarship type:

☐ Alumni Scholarship

☐ High Achiever Scholarship

☐ Domestic Student Scholarship

For other scholarship type, please download and complete the scholarship application form available at www.kbs.edu.au/scholarships. Please submit your scholarship application with this application.

KAPLAN PRIVACY NOTICE

Kaplan Business School collects personal information about you for the purposes of enrolling you into your chosen education course(s) or program(s) of study. Your enrolment may not be accepted if you do not provide all of the information requested. We may also use your information to improve our products and services and offer you other products and services from our partners or suppliers which may be relevant to you. We may disclose personal information about you in accordance with our Privacy Policy (available at www.kbs.edu.au) 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 collect the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer (privacy@kaplan.edu.au) for more information.

Electronic communications
In regard to promotional material, please indicate below.

☐ I do not want to receive communication in any format from Kaplan Business School sent on behalf of its sponsors, partners or suppliers, or

☐ I do not want to receive communication in any format from Kaplan Business School about its own publications, information and events.

DECLARATION

By signing below, I accept and confirm the following:

1. I have read, understood and agree to be bound by the terms and conditions of enrolment and policies available online at kbs.edu.au (note: the current version is attached to this application form).
2. I declare that the information I have submitted is a true and complete record of all academic results I have received at each and every university and institution, which I have attended.
3. I declare that I have read the instructions on this application form and that, to the best of my knowledge, the information provided by me is true and complete in every way.
4. I acknowledge that Kaplan Business School may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me.
5. I give permission to Kaplan Business School to verify or obtain records from other educational institutions that I have attended.

Student signature	Date (dd/mm/yyyy)

Please complete the section below if the student is under 18 years at the time of application.

Parent/guardian name	Email of parent/guardian
Signature of parent/guardian	**Date (dd/mm/yyyy)**

IMPORTANT INFORMATION

HOW TO APPLY

1. Complete the Application Form attached or apply online by visiting www.kbs.edu.au
2. Send the completed application form with certified* copies of:
   - Passport
   - High School certificates and transcripts (if applicable)
   - Degree completion certificate + transcripts (if applicable)
   - Work experience details (if applicable)

* Please note that these documents must be certified by a Kaplan Business School representative or authorised education agent, a Public Notary or a Justice of the Peace in Australia.

3. Kaplan Business School will notify students after receiving the application whether they have been accepted or not. If accepted, students will receive an Offer of Admission.
4. To proceed with the enrolment, students will need to accept the Offer of Admission and pay the fees as specified in the Offer of Admission. Payment can be made directly to Kaplan Business School.

For 2026 key dates and course fees information, please visit kbs.edu.au/admissions

Adelaide
Level 1, 68 Grenfell Street
Adelaide SA 5000
T: +61 (0)8 8215 4100
E: adelaide@kbs.edu.au

Brisbane
Ground Floor, 369 Ann Street
Brisbane QLD 4000
T: +61 (0)7 3872 3800
E: brisbane@kbs.edu.au

Gold Coast
Level 8, 36 Marine Parade
Southport QLD 4215
T: +61 (0)7 5623 3033
E: goldcoast@kbs.edu.au

Melbourne
Level 4, 370 Docklands Drive
Docklands, Melbourne VIC 3008
T: +61 (0)3 9626 4576
E: melbourne@kbs.edu.au

Perth
Ground Floor,
10 William Street
Perth WA 6000
T: +61 (0)8 9322 4136
E: perth@kbs.edu.au

Sydney
Level 1, 55 Elizabeth Street
Sydney NSW 2000
T: +61 (0)2 8248 6758
E: sydney@kbs.edu.au

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ENROLMENT TERMS AND CONDITIONS

KAPLAN BUSINESS SCHOOL AUSTRALIA

1. GENERAL TERMS & CONDITIONS

These Terms and Conditions are applicable to all students studying at Kaplan Business School Pty Ltd ABN 86 098 181 947 CRICOS 02426B (KBS), a registered Institute of Higher Education on the Tertiary Education Quality and Standards Agency National Register of higher education providers (PRV 12094).

1.1. Policies and procedures: All KBS students are subject to the policies and procedures that are published on the KBS website (www.kbs.edu.au/about-us/school-policies). Students must review all KBS policies and procedures and comply with the most up to date version as amended from time to time. Please note that KBS policies and procedures do not form part of these Terms and Conditions, nor grant any enforceable rights to students, and KBS may amend its policies and procedures, or add or remove policies or procedures, at any time.

1.2. Late arrivals and classes missed or not held: All students are expected to attend their classes from the first day of teaching for each subject. Students may not be permitted to commence if they fail to enroll and attend the first 2 weeks. No refund, substitution or extension is given for classes missed or not held due to arriving after the applicable commencement date, vacations, other absences, public holidays, exams, excursions, orientation or other activities. Typically, classes are not held on public holidays.

1.3. Campus facilities: Students are advised that campus facilities may not be available during public holidays or study breaks. Details are available from the Student Experience Team.

1.4. Placement, cancellation or postponement: KBS reserves the right to place a student into the most appropriate class, and to cancel or postpone (for example, to a different study period) subjects where there is an insufficient number of students.

1.5. Changes to study periods, courses or subjects: KBS has the right to change the details of study periods, courses or subjects, including dates, times, curricula and teaching staff, at any time at its discretion. Where the change relates to dates or times, KBS will make reasonable attempts to notify affected students as soon as practicable. In cases where the commencement date is changed and the new commencement date is unacceptable to the student, the student may cancel their enrolment and receive a refund of the applicable tuition fees, provided the student notifies KBS in writing before the new commencement date.

1.6 Fees and annual increases: The student agrees to pay to KBS all tuition and non-tuition fees applicable to their studies. Tuition fees cover lessons, orientation, use of campus facilities, placement and progress testing, and a certificate upon successful completion of the course. KBS reserves the right to withhold the granting of a certificate attained by a student if any applicable tuition or non-tuition fees remain outstanding. Fees are subject to annual review and may increase by up to 10% each calendar year to address increases in operational costs, inflation, and other factors. The tuition fees for a student's first trimester of study are outlined in their Offer of Admission. Fees for subsequent trimesters may differ and will be based on the fees published for the relevant calendar year on the KBS website (www.kbs.edu.au). Students must ensure all fees are paid to KBS directly and not to an education agent.

1.7. Late payment: A late fee may apply for unpaid accounts after the date the payment was due. KBS reserves the right to institute debt recovery action on any unpaid accounts, which may affect the student's credit record.

1.8. Books and learning materials: Students may be required to purchase textbooks, workbooks, stationery, software and other required learning materials at an additional cost. Details of any additional costs are in the relevant course or subject outline.

1.9. Additional services: Any additional services (such as travel, telephone costs, excursions, medical costs, special diet, non-KBS exams and enrolment amendments) are not included in any fees unless specifically stated on a valid invoice from KBS.

1.10. Privacy: KBS collects personal information about you, including for the purposes of enrolling you into your chosen education course(s) or program(s) of study. Your enrolment may not be accepted if you do not provide all of the information requested. We may also use your information to improve our products and services and offer you other products and services from partners or suppliers which may be relevant to you. We may disclose personal information about you in accordance with the Kaplan Privacy Policy (available at www.kbs.edu.au/admissions/forms-and-policies) including to your education agent, and to the Australian government as required or authorised by law. The Kaplan 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 (privacy@kaplan.edu.au) for more information.

1.11. Medical costs: KBS is hereby authorised to seek medical treatment should KBS or a staff member acting on their behalf consider such action necessary for a student. The student agrees to indemnify KBS for any expense, loss, damage or liability whatsoever suffered or incurred as a result of authorising and arranging such emergency medical treatment.

1.12 In the unlikely event that KBS is unable to fully deliver your course of study, you may be eligible for assistance. Please see the Statement of Tuition Assurance, www.kbs.edu.au/admissions/forms-and-policies. Where you are eligible for such assistance and that assistance is provided by the Tuition Protection Service, KBS will provide information about you and your studies to the Tuition Protection Service. Please see the Kaplan Privacy Policy for more information.

2. DEFERRAL POLICY

2.1. A student may apply to defer their studies on the grounds of exceptional circumstances such as their own ill health or that of a very close relative. All applications for deferral from a course of study must be made in writing by completing the deferral form available from KBS. Students should refer to the Changes of Enrolment policy (available at www.kbs.edu.au/admissions/forms-and-policies) for details of the circumstances in which their enrolment may be deferred, suspended or cancelled, before submitting their application.

3. REFUND POLICY

3.1. KBS's refund policy is available at **www.kbs.edu.au/admissions/forms-and-policies**. All students must read the refund policy before accepting an offer of admission from KBS. Students requesting a refund are required to do so in accordance with the refund policy. Approved refunds are paid in Australian dollars into the original bank account from which the funds were received.

4. INTERNATIONAL STUDENTS

4.1. Visa information: It is the responsibility of the student to arrange all applicable travel permits or visas and to have a valid passport for the whole period of study. The student may be asked to make payment for the first study period before any of their visa documentation is issued. Confirmation of Enrolments (CoE) may not be issued by KBS until payment for the first study period has been received and the Offer of Admission has been accepted by the student. The information can be found on the KBS website (www.kbs.edu.au).

4.2. Student visa obligations: Student visa holders are required to maintain compliance with all applicable visa conditions including providing KBS with a current residential mobile number, email address and who to contact in emergency situations, as well as notifying KBS of any change in these details within 7 days of the change, maintaining satisfactory academic progress and attending a minimum of 70% of their course. Students that fail to commence their enrolled course or fail to meet the requirement for 70% attendance or satisfactory academic progress may be reported to the Department of Home Affairs (HA). Any school-aged dependents accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

4.3. Health insurance: Health insurance is compulsory for student visa holders and their accompanying family members. The Australian government requires all students on student visas to join the Overseas Student Health Cover (OSHC) scheme, a health insurance plan for overseas students in Australia. Students must ensure that payment is made for compulsory OSHC before their visa is issued and that the insurance provides adequate coverage for the duration of the student's visa.

4.4. Codes of practice: KBS notes that it is required by law to comply with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code) issued under the Educational Services for Overseas Students Act 2000 (Cth) (ESOS Act).

4.5. Living expenses: Migration regulations in Australia require international students to show evidence that they can contribute to the cost of living and studying in Australia. Further information can be obtained at www.studyinaustralia.gov.au or www.immi.gov.au

5. CONSUMER PROTECTION

5.1. These Terms and Conditions, and the right to make complaints and seek appeals of decisions and actions under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

5.2. Any dispute, claim or other matter arising under these Terms and Conditions will be subject to the laws of New South Wales.

6. DECLARATION

Upon submitting an application to KBS to study at KBS, the student agrees to comply with these Terms and Conditions and:

6.1. Declares that the information provided in their application form is true and complete in every detail.

6.2. Understands that giving false or incomplete information may lead to the refusal of their application or cancellation of their enrolment.

6.3. Declares that they have read and understood the published information in the KBS course information brochure and on the KBS website and has sufficient information about KBS to enrol.

6.4. Authorises KBS or its representatives to retain their photo image for identification purposes and consents to the use of any photographs or video footage taken of the student for promotional or marketing purposes, in print and/or online, at any time without further consent or notification. If the student would prefer not to be included in promotional or marketing materials, the student should speak to KBS about how that might be minimised or avoided, where practicable.

6.5. Authorises KBS to provide any other educational institutions to which the student is seeking admission, any required relevant official records. The student also gives KBS permission to obtain official records from any educational institution the student has attended.

6.6. For international students, the student understands that KBS will collect information during their enrolment in order to meet its obligations under the ESOS Act and the National Code, and to ensure the student complies with the conditions of their visa and the student's obligations under Australian immigration laws. The authority to collect information is contained in the ESOS Act, ESOS Regulations and the National Code. The student authorises KBS to provide information including personal and contact details, course enrolment details, and the circumstances of any suspected breach of their student visa conditions, to the Australian government and any other designated authorities. The student also understands that this information (and other personal information) may be used and disclosed in accordance with applicable privacy laws, including without their consent where KBS is authorised to or required to by law.

6.7. Agrees that all course and learning materials made available to them by KBS are subject to copyright (owned by or licensed to KBS), they may only make use of those materials for their personal learning related to the KBS course they are studying, and they must not infringe, or assist any other person to infringe, KBS's intellectual property rights.

6.8. Accepts liability for payment of all applicable tuition fees and non-tuition fees. The student also understands the circumstances in which refunds will not be applicable as set out in the KBS refund policy, and that fees may increase each calendar year during the course. For international students, the student has also read the information provided in relation to living expenses and they understand that the cost of living in Australia may be higher than in their own country, and the student confirms that they can meet the costs.

6.9. Understands and agrees to comply with all KBS policies and procedures (available at www.kbs.edu.au/admissions/forms-and-policies) as amended from time to time.

6.10. Agrees to notify KBS, in writing, of their contact details, including their current residential address, mobile number (if any), email address and who to contact in emergency situations. The student also agrees to notify KBS, in writing, of any change in those details within 7 days of the change.

6.11. Agrees that KBS may amend these Terms and Conditions from time to time. For each study period during which the student studies with KBS, the latest version of these Terms and Conditions accessible via the KBS website at the commencement of that study period will apply to the student.

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