

# 2024 DOMESTIC STUDENT APPLICATION FORM

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](mailto:kbs.admissions@kbs.edu.au).

## STUDENT INFORMATION

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 (First name)		Other given names (Middle name)	
Preferred name		Previous names (if applicable)	
Current address*			Country
Suburb	State	Postcode	
Mobile		Telephone	
E-mail			
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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please enter your USI.		
For more information visit <a href="http://www.usi.gov.au">www.usi.gov.au</a>			

\*Kaplan Business School requires your current address. If it is not supplied, your application cannot be processed.

## COURSE SELECTION

Please check the course duration at [www.kbs.edu.au](http://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

- Postgraduate Qualifying Program: 4 months
- 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 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
- 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

### COURSE INTAKE

Preferred intake  March  July  September (accelerated intake)  November

Year of commencement

### 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)	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)

<input type="checkbox"/> To get a job	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To start my own business	<input type="checkbox"/> I wanted extra skills	<input type="checkbox"/> 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](http://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](http://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.

## 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](http://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](http://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](mailto: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:

- I have read, understood and agree to be bound by the terms and conditions of enrolment and policies available online at [kbs.edu.au](http://kbs.edu.au) (note: the current version is attached to this application form).
- 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.
- 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.
- 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.
- 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

- Complete the Application Form attached or apply online by visiting [www.kbs.edu.au](http://www.kbs.edu.au)
- 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.

- 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.
- 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 2024 key dates and course fees information, please visit [kbs.edu.au/admissions](http://kbs.edu.au/admissions)

#### Adelaide

Level 1, 68 Grenfell Street  
Adelaide SA 5000

Tel: +61 (0)8 8215 4100  
Email: [info@kbs.edu.au](mailto:info@kbs.edu.au)

#### Brisbane

Ground Floor, 369 Ann Street  
Brisbane QLD 4000

Tel: +61 (0)7 3872 3800  
Email: [info@kbs.edu.au](mailto:info@kbs.edu.au)

#### Gold Coast

Level 8, 36 Marine Parade  
Southport QLD 4215

TEL: +61 (0)7 5623 3033  
Email: [info@kbs.edu.au](mailto:info@kbs.edu.au)

#### Melbourne

Level 4, 370 Docklands Drive  
Docklands, Melbourne VIC  
3008

Tel: +61 (0)3 9626 4576  
Email: [info@kbs.edu.au](mailto:info@kbs.edu.au)

#### Perth

1325 Hay Street  
West Perth WA 6005

Tel: +61 (0)8 9322 4136  
Email: [info@kbs.edu.au](mailto:info@kbs.edu.au)

#### Sydney

Level 1, 55 Elizabeth Street  
Sydney NSW 2000

Tel: +61 (0)2 8248 6758  
Email: [info@kbs.edu.au](mailto:info@kbs.edu.au)

# 2024 ENROLMENT TERMS AND CONDITIONS

## 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](http://www.kbs.edu.au/about-us/school-policies)), including those dealing with student misconduct, assessment, progression, enrolment deferral and cancellation, complaints and appeals, and refund. 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, vacations and absences: All students are expected to attend class from the first day of their course. No refund is given for time missed due to arrivals after the published course commencement date, vacations, absences or public holidays. Such periods of absence will not be replaced by a free extension of any course. No refunds or substitutions will be made for classes missed due to exams, excursions, first day orientation or other obligations that fall outside the normal teaching schedule. Typically, classes are not held, and many campus facilities are closed on public holidays. Students may not be able to commence their course if they fail to attend the first 2 weeks.

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

1.4. Placement: KBS reserves the right to place a student into the most appropriate class, and to postpone subjects to the following study period where there is an insufficient number of students for that subject.

1.5. Course changes: KBS has the right to change course dates, course curricula, lecturers and workshop facilitators at any time at its discretion. However, in cases where the course is rescheduled before the first class and the new date is unacceptable to the student, all unspent tuition fees will be refunded.

1.6. Tuition fees: The student agrees to pay the annual tuition fee and any additional charges in accordance with the fee schedule available on the KBS website [www.kbs.edu.au](http://www.kbs.edu.au). Any refund is made in accordance with the KBS refund policy (available at [www.kbs.edu.au/about-us/school-policies](http://www.kbs.edu.au/about-us/school-policies)). Tuition fees include lessons, orientation, use of computer facilities and internet quota, placement and progress testing and a KBS certificate upon successful completion of the course. KBS reserves the right to withhold the granting of a certificate attained by a student if tuition fees or any other fees remain outstanding. All fees are published on the KBS website.

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/about-us/school-policies](http://www.kbs.edu.au/about-us/school-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](mailto: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/about-us/school-policies](http://www.kbs.edu.au/about-us/school-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/about-us/school-policies](http://www.kbs.edu.au/about-us/school-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/about-us/school-policies](http://www.kbs.edu.au/about-us/school-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 enrolment agreement has been signed and returned by the student. The information and can be found on the KBS website ([www.kbs.edu.au](http://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). Further information about the National Code can be obtained at [internationaleducation.gov.au/regulatory-information/](http://internationaleducation.gov.au/regulatory-information/).

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](http://www.studyinaustralia.gov.au) or [www.immi.gov.au](http://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. Any student who does not wish to participate should advise KBS at the time of the photographing or video shooting their wish not to participate.

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 once their studies at KBS have finished.

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. Understands that information collected during their enrolment will be handled in accordance with the Kaplan Privacy Policy, and may be stored on a server controlled by a third party whether in Australia or otherwise ([www.kbs.edu.au/about-us/school-policies](http://www.kbs.edu.au/about-us/school-policies)).

6.8. Accepts liability for payment of all relevant fees identified in these Terms and Conditions, the KBS course information brochure and on the KBS website. 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 with written notification from KBS 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 those costs.

6.9. Understands and agrees to comply with all KBS policies and procedures (available at [www.kbs.edu.au/about-us/school-policies](http://www.kbs.edu.au/about-us/school-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.