2026
INTERNATIONAL 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**.

AGENT/REPRESENTATIVE INFORMATION

Counsellor's full name	Agent name
Agent branch address	
Telephone	Correspondence email used for this application

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)	
Mobile		Telephone	
Email address		Family member's email address**	
Date of birth (dd/mm/yyyy)	Country of birth		Country of citizenship
Passport number		Expiry date	
Country of passport			
Home country address*			
Street address			Country
City/suburb	State/province		Postcode
At the time of application are you in Australia? ☐ Yes ☐ No	If yes, please provide the following information:		
Australian address*			
Street address			Country
City/suburb	State/province		Postcode
What is the name of your current education provider?	What is the name of the course you are currently enrolled in?		
Do you hold a current Australian Temporary entry permit or visa? ☐ Yes ☐ No	If yes, please provide a copy along with the following details.		
Visa type	Visa grant number	Visa grant date (dd/mm/yyyy)	Visa expiry date (dd/mm/yyyy)
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.		
Have you, your spouse or any dependents ever been refused a visa to Australia and/or any other countries? ☐ Yes ☐ No			
Have you, your spouse or any dependents ever visited Australia and breached any visa conditions? ☐ Yes ☐ No			

* Australian Government requires your current address. If it is not supplied, your application can not 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.

Valid from October 2026. Details may change. Published October 2026.
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KAPLAN BUSINESS SCHOOL AUSTRALIA

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):

Study Abroad

- ☐ Study Abroad (Undergraduate) One trimester: 4 months
- ☐ Study Abroad (Undergraduate) Two trimesters: 8 months
- ☐ Study Abroad (Postgraduate) One trimester: 4 months
- ☐ Study Abroad (Postgraduate) Two trimesters: 8 months

English for Academic Purposes

- ☐ English for Academic Purposes 1: 10 weeks
- ☐ English for Academic Purposes 2: 10 weeks

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
    - ☐ 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

COURSE INTAKE

Preferred intake

☐ Trimester 1 – March ☐ Trimester 1 accelerated – May ☐ Trimester 2 – July ☐ Trimester 2 accelerated – September
☐ Trimester 3 – November ☐ Trimester 3 accelerated – December

Year of commencement

Preferred start date for English course (dd/mm/yyyy)

CAMPUS LOCATION

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

* Online delivery is available for Non-Award single subject study.
** Offshore delivery is available for students who have no intention of applying for a student visa.

ENGLISH PROFICIENCY

Is English your first language? ☐ Yes ☐ No	What is your first language?	What is the language spoken at home?
Have you studied at secondary level with English as the language of instruction? ☐ Yes ☐ No	Do you have an English Language Score? ☐ Yes ☐ No If yes, please provide the copy along with the following details.	

Language test	Band/score	Test date

Do you wish to apply for an English language course?
☐ Yes ☐ No

You may be required to take an English Language program if you do not meet the necessary entry requirements. Your English Proficiency will determine the course duration. Please refer to the website for entry requirements and Language programs with Kaplan.

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PREVIOUS EDUCATION

Please provide details of all of your previous academic qualifications. 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 instuction	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 the 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) (if documents are in a language other than English, please also provide certified translated copies)
☐ Evidence of English Language proficiency
☐ Copy of your passport

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 wish to purchase Overseas Student Health Cover (OSHC) through Kaplan Business School? Allianz Care Australia is the preferred provider of OSHC for KBS. Please refer to the KBS website for more information.

☐ Yes, Single Cover ☐ Yes, Dual-Family Cover ☐ Yes, Multi-Family Cover ☐ No

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.

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SCHOLARSHIPS

Are you applying for a scholarship? ☐ Yes ☐ No

If yes, please select your chosen scholarship type:

- ☐ Alumni Scholarship
- ☐ High Achiever Scholarship
- ☐ International 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 AND CONSENT

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** 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.

I confirm that I am 16 years of age or older and consent to Kaplan Business School (and its associated entities) in connection with and for the purposes of my application and study:

- ☐ collecting, storing, using, transferring, disclosing and otherwise handling my personal information (including sensitive information);
- ☐ providing my personal information to any other data controllers or data processors for processing my personal information (including sensitive information);
- ☐ disclosing my personal information (including sensitive information) to relevant authorities as authorised or required by applicable laws and regulations; and
- ☐ I am located in mainland China OR I am applying through an education agent located in mainland China.

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.

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PERSONAL INFORMATION CONSENT DECLARATION
个人信息同意函

KAPLAN BUSINESS SCHOOL AUSTRALIA

致[姓名], Name of the student

感谢您选择 Kaplan 国际。当您通过申请表或电子邮件向我们提供个人信息（包括个人敏感信息）时，我们需要征得您的明确同意，以为您的申请和留学目的而收集、存储、使用、传输、共享、披露或处理您的个人信息。请阅读、勾选以下内容，并签署本函来明确同意以下各项:

Thank you for choosing Kaplan International. When you provide us with your personal information including sensitive personal information through the application form or email, we need to seek your explicit consent to transfer, share or disclose your personal information for the purposes of your application and oversea study. Please read the following content and give your explicit consent to the following items by signing this Separate Consent Declaration:

☐ 本人确认我已经阅读、理解并同意遵守Kaplan官方网站公布的隐私政策 (www.kic.org.cn/privacy)

I confirm that I have read, understood and agree to be bound by Kaplan's Privacy Policy published in Kaplan official website (www.kic.org.cn/privacy).

☐ 您了解并同意，Kaplan 国际或相关Kaplan集团公司（具体为：【开普兰高等教育（澳洲）有限公司（Kaplan Higher Education Pty Limited）和/或其关联公司】）为了提供您所请求的服务或用于您的申请或入学目的，有必要收集、存储、使用、传输、共享、披露或处理您的敏感个人信息，即【护照、签证拒绝历史、医疗和健康信息、资金来源信息等】。通过签署本单独同意函，您特此授权Kaplan国际和上述Kaplan集团公司收集、存储、使用、传输、共享、披露或处理您的敏感个人信息

You understand and agree that it is necessary for Kaplan International or relevant Kaplan Group Companies (including, but not limited to Kaplan Higher Education Pty Limited and/or its subsidiaries or associated companies), to collect, store, use, transfer, share, disclose or process your personal information including sensitive personal information in order to provide requested services or for your application or enrolment purposes. Examples of the types of sensitive personal information that may be collected in some circumstances may include, but are not limited to, passport, visa refusal history, medical and health information, source of funding information, etc. By signing this declaration, you hereby authorise Kaplan International and the aforesaid Kaplan Group Companies to collect, store, use, transfer, share, disclose or process your personal information including sensitive personal information.

☐ 您了解并同意，为协助您申请留学或根据适用的法律法规，我们收集的您的个人信息（姓名、出生日期、性别、国籍/出生国家、住址、电话号码、电子邮箱、邮政编码、海外保险信息、教育经历、学历（学位/专业）、成绩单、工作经历、母语、语言成绩、住宿申请信息、签证类别（如相关）、签证号码（如相关）、护照、签证拒绝历史、医疗和健康信息、资金来源信息、接机信息等）可能会被传输至中华人民共和国境外或共享给相关的Kaplan集团公司（具体为开普兰高等教育（澳洲）有限公司（Kaplan Higher Education Pty Limited）和/或其关联公司）。 您在此授权Kaplan国际或上述Kaplan集团公司（具体为开普兰高等教育（澳洲）有限公司（Kaplan Higher Education Pty Limited）和/或其关联公司）将您的上述个人信息共享或传输给上述中国境外实体，以用于您的申请或入学目的。

You understand and agree that, subject to the purpose of assistance of your application of studying abroad or applicable laws and regulations, your personal information (including but not limited to name, date of birth, gender, nationality/country of birth, address, telephone number, email address, zip code, overseas insurance information, education experience, education (degree/major), transcripts, work experience, mother tongue, language scores, accommodation application Information, visa category (if relevant), visa number (if relevant), passport, visa refusal history, medical and health information, source of funds information, airport pick-up information, etc.) that we collect may be transferred or shared outside the People's Republic of China to relevant Kaplan Group Companies (including, but not limited to Kaplan Higher Education Pty Limited and/or its subsidiaries or associated companies). You hereby authorise Kaplan International and the aforesaid Kaplan Group Companies (including, but not limited to Kaplan Higher Education Pty Limited and/or its subsidiaries or associated companies) to share or transfer your personal information including sensitive personal information to the above entities outside the PRC for your application or enrolment purpose.

☐ 您理解，您可以通过下述联系方式和行权路径向开普兰高等教育（澳洲）有限公司（Kaplan Higher Education Pty Limited）和/或其关联公司行使《中华人民共和国个人信息保护法》赋予的个人信息主体权利。

You understand that you may contact Kaplan Higher Education Pty Limited and/or its subsidiaries or associated companies through the following contact details and methods to exercise the rights as a data subject provided under the Personal Information Protection Law of the People's Republic of China against Kaplan Higher Education Pty Limited and/or its subsidiaries or associated companies.

具体联系方式和行权路径为:
邮箱地址：privacy@kaplan.edu.au
邮寄地址：新南威尔士州悉尼克拉伦斯街45号12层，邮政编码：2000
电话号码：+61 2 9908 0200

Detailed contact details and methods to exercise rights are as follows:
Email: privacy@kaplan.edu.au
Postal address: Level 12, 45 Clarence Street, SYDNEY NSW 2000
Telephone: +61 2 9908 0200

☐ 您了解并同意，您的个人信息（【姓名、出生日期、性别、国籍/出生国家、住址、电话号码、电子邮箱、邮政编码、海外保险信息、教育经历、学历（学位/专业）、成绩单、工作经历、母语、语言成绩、住宿申请信息、签证类别（如相关）、签证号码（如相关）、护照、签证拒绝历史、医疗和健康信息、资金来源信息、接机信息等】）可能会与第三方数据处理者或其他第三方共享、传输或披露或由其处理。“第三方”为您申请的大学或Kaplan国际所合作的大学或根据您所请求的服务提供给相关服务提供商，例如住宿提供商、保险提供商、机场交通提供商、监护机构和实习提供商，来处理您的上述个人信息以支持您的申请或入学。通过签署本函，您特此授权Kaplan 国际或Kaplan集团公司（具体为开普兰高等教育（澳洲）有限公司（Kaplan Higher Education Pty Limited）和/或其关联公司）与此类第三方数据处理者共享或传输您的上述个人信息。

You further understand and agree that your personal information (including but not limited to name, date of birth, gender, nationality/country of birth, address, telephone number, email address, zip code, overseas insurance information, education experience, education (degree/major), transcripts, work experience, mother tongue, language scores, accommodation application Information, visa category (if relevant), visa number (if relevant), passport, visa refusal history, medical and health information, source of funds information, airport pick-up information, etc.) may be shared with, transferred or disclosed to or processed by Third Party data processors or other Third Parties. "Third Parties" may include, but are not limited to, the university that you have applied for, universities that cooperate with Kaplan International or any other data processors for processing your personal information including sensitive personal information in support of your application or enrolment (for e.g., accommodation providers, insurance providers, airport pick-up service providers, guardianship agencies or internship providers). By signing this declaration, you hereby authorise Kaplan International and the aforesaid Kaplan Group Companies (including, but not limited to Kaplan Higher Education Pty Limited and/or its subsidiaries or associated companies) to share or transfer your personal information including sensitive personal information with such Third Party data processors or any other Third Parties.

☐ 您在此授权Kaplan国际或相关Kaplan集团公司（具体为开普兰高等教育（澳洲）有限公司（Kaplan Higher Education Pty Limited）和/或其关联公司）为您的申请或入学目的或根据相关和适用的法律或法规的要求，向有关政府部门（如签证受理机构）披露您的个人信息（【姓名、性别、生日、护照信息、住址、电话号码、语言成绩等】）。

You hereby authorise Kaplan International and the aforesaid Kaplan Group Companies (including, but not limited to Kaplan Higher Education Pty Limited and/or its subsidiaries or associated companies) to disclose your personal information (including but not limited to name, gender, date of birth, passport information, address, phone number, language scores, etc.) to relevant authorities (such as visa agency) for the purpose of your application or enrolment or as required by relevant or applicable laws or regulations.

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DECLARATION

1. I have read, understood and agree to be bound by the terms and conditions of enrolment detailed in the 2026 enrolment information and policies available online at kbs.edu.au.
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.

☐ I have read and understood the above conditions and accept them fully.

Signature of the student 学生签名

Please sign within the box. If you wish to sign digitally, please use Adobe PDF.
请在方框内签名。如果是电子签名，请使用 Adobe PDF软件。

Please complete the section below if the student is under 18 years old at the time of application.
如申请人在填写该申请表时未满18周岁，其家长/监护人需要完成以下内容。

Parent/guardian name 家长/监护人姓名

Email of parent/guardian 家长/监护人电子邮箱

Parent/Guardian Signature 家长/监护人签名

Please sign within the box. If you wish to sign digitally, please use Adobe PDF.
请在方框内签名。如果是电子签名，请使用 Adobe PDF软件。

Date 日期 (dd/mm/yyyy) (日/月/年)

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)
   - English proficiency documents e.g. IELTS Test certificate or equivalent (if applicable)
   - Degree completion certificate + transcripts (if applicable)
   - Work experience details (if applicable)
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.
5. For international students an electronic Confirmation of Enrolment (eCoE) will then be issued and students can then proceed to apply for a student visa to come to Australia.

* 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.

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

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Tel: +61 (0)8 8215 4100
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2026
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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