

# REQUEST FOR OFFICIAL DOCUMENTS AND INFORMATION

Official documents may take up to 10 working days to be produced. Requested documents will not be issued if there are outstanding financial payments due to Kaplan Business School.

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

## STUDENT DETAILS

|  |  |  |  |
|--|--|--|--|
| Title<br><input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify) |  | Please tick as appropriate<br><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)  |  |  |  |
| Email address  |  |  |  |
| Full address   |  |  |  |
| Suburb   |  | State  |  |
| Postcode   |  | Country  |  |
| Course Name  |  | Course End Date  |  |

## DOCUMENTS REQUIRED

Please select required documentation

- |   |  |
|---|--|
| <input type="checkbox"/> Interim transcript (fee applies)     | <input type="checkbox"/> Enrolment verification letter |
| <input type="checkbox"/> Completion letter (pre-conferral)    | <input type="checkbox"/> Holiday break letter          |
| <input type="checkbox"/> Completion letter (post-conferral)   | <input type="checkbox"/> Financial statement           |
| <input type="checkbox"/> Final testamur and transcript        | <input type="checkbox"/> Proforma notice               |
| <input type="checkbox"/> Replacement transcript (fee applies) | <input type="checkbox"/> Other:                        |

Testamurs may be replaced through an internal verification process for which you may need to provide supporting evidence and/or a statutory declaration.

A list of all current fees can be found here: <https://www.kbs.edu.au/admissions/fees>

## OPTIONS

Please select relevant option

- I will pick up the document(s) from campus.
- I would like the document(s) emailed to me (Interim transcripts and letters only).
- I would like the document(s) posted to me (Graduating students and alumni only).
- I authorise the document(s) to be collected from the campus on my behalf.
- Authorised person's name \_\_\_\_\_
- Relationship to student \_\_\_\_\_
- Note: Authorised person must present ID upon collection.
- I authorise a copy of the document(s) to be provided to a third party on my behalf. I have attached a copy of the third party's request.
- Third party name \_\_\_\_\_ Organisation \_\_\_\_\_
- Third party postal address \_\_\_\_\_ Third party email address \_\_\_\_\_
- I authorise Kaplan Business School to release the following information to the specified third party:
- Third party name \_\_\_\_\_ Organisation \_\_\_\_\_
- Third party postal address \_\_\_\_\_ Third party email address \_\_\_\_\_

Fees apply for third party verifications. A list of all current fees can be found here: <https://www.kbs.edu.au/admissions/fees>

|                   |                   |
|-------------------|-------------------|
| Student signature | Date (dd/mm/yyyy) |
|-------------------|-------------------|

## REQUEST FOR OFFICIAL DOCUMENTS AND INFORMATION

### 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 by       | Form received date (dd/mm/yy)       |
| Payment processed by   | Payment processed date (dd/mm/yy)   |
| Documents processed by | Documents processed date (dd/mm/yy) |

**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

Level 8, 540 George Street  
Sydney NSW 2000  
Tel: +61 (0)2 8248 6758  
Email: [sydney@kbs.edu.au](mailto:sydney@kbs.edu.au)