

# SUBJECT ENROLMENT FORM

- This subject enrolment form is only to be completed when subject enrolment via KHUB is not possible.
- It is your responsibility to ensure all personal details are still current by logging in to KHUB.
- Submit the completed subject enrolment form, along with the fee payment, no later than the Sunday 11:59PM AEDT prior to the trimester commencing.
- Students with outstanding tuition fees after Sunday 11:59PM AEDT prior to the trimester commencing will be charged a late enrolment fee. A list of all current fees can be found here: <https://www.kbs.edu.au/admissions/fees>
- Final cut off of enrolments is Sunday 11:59PM AEDT of the first week of trimester.
- International students must enrol in a full time study load due to student visa requirements.
- You must ensure pre-requisites are met before enrolling in a subject.
- You must review all Kaplan Business School policies and procedures including the Refund Policy at [www.kbs.edu.au](http://www.kbs.edu.au).

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

## STUDENT DETAILS

Family name	Given name(s)
Date of birth (dd/mm/yyyy)	Student ID
Course	Specialisation/Stream

## SUBJECT CHOICES

Subject code	Subject name		Price per subject
1. _____	1. _____	<input type="checkbox"/> Online	\$ _____
2. _____	2. _____	<input type="checkbox"/> Online	\$ _____
3. _____	3. _____	<input type="checkbox"/> Online	\$ _____
4. _____	4. _____	<input type="checkbox"/> Online	\$ _____
5. _____	5. _____	<input type="checkbox"/> Online	\$ _____
<b>Grand Total</b>			<b>\$ _____</b>

## PAYMENT DETAILS

Note: Kaplan Business School does not accept cash payments above AUD25. Submit the completed subject enrolment form, along with the fee payment, no later than the Sunday 11:59PM AEDT prior to the trimester commencing. Students with outstanding tuition fees after Sunday 11:59PM AEDT prior to the trimester commencing will be charged a late enrolment fee (<https://www.kbs.edu.au/admissions/fees>). Final cut off of enrolments is Sunday 11:59PM AEDT of the first week of trimester.

Non-payment of outstanding tuition fees within the required timeframe could result in the cancellation of your enrolment. For international students, this may result in you being reported to the Department of Home Affairs which may affect your student visa.

Please tick your preferred method of payment:

- EFTPOS (payments must be made on campus)  
 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>

- FEE-HELP

- 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 subject enrolment form. Please include your student number in the reference ID for bank transfer.

## ENROLMENT CHECKLIST

- I have checked the subject pre-requisites.
- I have signed and dated the student declaration.
- I have calculated all fees payable and completed payment details.
- I have checked that I have not enrolled in a subject I have been granted a credit/ Recognition of Prior Learning for. I understand that if I enrol in a subject I have been granted a credit/Recognition of Prior Learning for I will lose that subject and it will not be replaced with another subject.
- I understand it is a requirement at Kaplan Business School that I attend at least 70% of my classes in order to pass each subject.

# SUBJECT ENROLMENT FORM

## STUDENT DECLARATION

I hereby apply for enrolment with Kaplan Business School. I agree that if this application for enrolment is accepted by Kaplan Business School, I will be bound by the rules, regulations, by-laws, policies and procedures of Kaplan Business School as laid down from time to time, including any disciplinary procedures. Please refer to Kaplan Business School education policies outlined in the 'School Policies' section at [www.kbs.edu.au](http://www.kbs.edu.au)

I confirm that the information provided by me in this form is in all respects correct and complete to the best of my knowledge and belief, and I consent to it being used by Kaplan Business School. I acknowledge that Kaplan Business School reserves the right to refuse my application for enrolment. I acknowledge that if at any time my conduct in classes, online discussion forums, assessment or otherwise is considered by Kaplan Business School to be inappropriate, Kaplan Business School reserves the right in its discretion to refuse me permission to attend any Kaplan Business School events or sit for any Kaplan Business School assessment, or to impose any penalty set down in Kaplan Business School's disciplinary procedures, whether or not I withdraw from the course or any subject. I acknowledge that Kaplan Business School's determination in respect of examination and assessment results is final and will not be subject to discussion or negotiation except in accordance with Kaplan Business School's education policies.

Student signature	Date (dd/mm/yyyy)

## OFFICE USE ONLY

<b>To be completed by the SEO</b>		<b>To be completed by the SRO</b>	
<input type="checkbox"/> Check enrolment eligibility		<input type="checkbox"/> Payment received/payment plan issued	
<input type="checkbox"/> Noted in Diary		<input type="checkbox"/> Entered in Edupoint/CELCAT	
SEO signature	Date (dd/mm/yyyy)	SRO signature	Date (dd/mm/yyyy)

**Privacy:** Kaplan Business School collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our **Privacy Policy** including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer at [privacy@kaplan.edu.au](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)