1. GENERAL TERMS & CONDITIONS

1.1. Rules: All KBS students are subject to the policies of KBS as published on our website (www.kbs.edu.au) and in the KBS student handbook, including those dealing with student misconduct, assessment, progression, complaints and appeals.

1.2. Late Arrivals, Vacations & Absences: No refund is given for time missed due to late arrivals, vacations, absences or public holidays. Periods of absence will not be recorded 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 do not form a part of the course schedule. Classes will be held in all weather and, many campus facilities are closed, on public holidays. All published course dates start on a Monday, but the Monday is a public holiday, the course start will fall on Tuesday. Students may not be able to commence their course if they fail to attend the first 2 weeks.

1.3. Placement: KBS reserves the right to place a student into the most appropriate class, and to postpone units to the following semester or to the following year if the student decides not to enrol at least 29+ days prior to the commencement of the course, or

1.4. Course changes: KBS has the right to change course dates, course curriculum, tutors and programs at any time at its discretion. However, in cases where the course is rescheduled prior to the start of the first course and the new commence date is more than 28 days from the original commence date, all unused tuition fees will be refunded.

1.5. Tuition fees: The student or the student’s family agrees to pay all tuition fees and any additional charge required in accordance with the payment terms. Any refund is made in accordance with the KBS refund policy. Tuition fees include lectures, seminars, use of KBS facilities, placement and progress testing and a KBS certificate upon successful completion of the course. KBS reserves the right to withdraw a student and terminate a student’s enrolment if a student if tuition fees or any other fees remain outstanding. Please refer to the Tuition Assurance Statement available online www.kbs.edu.au. KBS reserves the right to change fees published in the KBS brochure or on the KBS website, which may be updated without notice. KBS reserves the right to withdraw a student who fails to pay the annual tuition fee and any additional charges in accordance with the payment terms. Any refund is made in accordance with the KBS refund policy. Tuition fees include lectures, seminars, use of KBS facilities, placement and progress testing and a KBS certificate upon successful completion of the course. In this case, the student is liable to pay the full tuition fee and any expenses, costs or disbursements incurred in recovering the fees.

1.6. Late payment: A fee of AUD 250 applies for unpaid invoices 14 days after the date the payment was due.

1.7. Books and other materials: Students may be required to purchase textbooks, workbooks, stationary and other required learning materials at additional cost.

1.8. Additional services (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. Students who wish to arrange Homestay accommodation and/or airport transfer should see www.kbs.edu.au for further information.

2. DEFERRAL POLICY

2.1. A student may apply to defer their studies on the grounds of exceptional circumstances such as their own illness, personal circumstances, or the illness of a very close relative. All applications for deferral must be made in writing or using the Deferral Form available from KBS. Students who apply for deferral after the time set for deferral of a course from a study period must be made in writing or using the Deferral Form available from KBS. Students who apply for deferral must provide evidence of the details of circumstances in which their enrolment may be deferred, suspended or cancelled prior to submitting their application. Application forms (Confirmation of Enrolment) may not be issued by KBS until the student has been accepted in another course and the enrolment agreement has been signed and returned. The enrolment agreement includes reference to the pre-departure health and safety information and can be found on our website www.kbs.edu.au

2.2. Students who terminate their course may not be eligible to receive a certificate for a partially completed course.

5. INTERNATIONAL STUDENTS

5.1. 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 a pre-paid application study permit prior to the issuing of any of the visa documentation. Visa application forms (Confirmation of Enrolment) may not be issued by KBS until the student has been accepted in another course and the enrolment agreement has been signed and returned. The enrolment agreement includes reference to the pre-departure health and safety information and can be found on our website www.kbs.edu.au

5.2. Student Visa: Student visa holders are required to provide KBS with their passport details, including a recent passport photograph and telephone number at all times and maintain satisfactory academic progress. Students who fail to achieve satisfactory academic progress will result in an intervention strategy implemented in accordance with KBS’s policy on student progression. If the intervention strategy has been implemented but the student does not achieve satisfactory progress the student will be notified of the intention to report them to the Department of Immigration and to provide evidence of students not achieving satisfactory course progress. For more information please refer to www.immi.gov.au

5.3. Travel and medical insurance: Travel and medical insurance is compulsory for the duration of every student’s studies with their insurance provider to ensure the student’s continued satisfactory travel and medical insurance. The Australian government requires all students on student visas to join the Overseas Student Health Cover (OSHC) scheme. KBS provides a full plan for overseas students in Australia. Students must ensure that payment is made for compulsory OSHC before the student is issued and that they understand the adequate coverage for the duration of the student’s visa.

8. DECLARATION

8.1. Declares that the information provided in the application form is true and complete.

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

8.3. Has read and understood the published information in the KBS brochure and on the KBS website and has sufficient information about KBS to enrol.

8.4. Authorises KBS to retain their photo image for identification purposes.

8.5. Authorises KBS to provide any other educational institutions to which the student may seek admission, with relevant official records which they are required to provide to KBS. 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.

8.6. For international students, the student understands that KBS will collect information during their enrolment in order to meet its obligations under the National Code, the National Code of Practice for Registration Authorities and Providers of Education and Training for Overseas Students 2007 (the National Code) and the Educational Services for Overseas Students Act 2000 (the ESOS Act). Further information about the National Code can be obtained on request from KBS at www.aei.gov.au

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

8.8. Accepts liability for payment of all fees as explained in the KBS brochure and on the KBS website and has sufficient information about KBS to enrol.

Terms and Conditions

Kaplan Business School is listed as a Higher Education Provider on the Tertiary Education Quality and Standards Agency’s National Register of Higher Education Providers, provider number PRV12094.