2013
PROSPECTUS
Industry-focused accounting and business qualifications

Building futures one success story at a time

www.kbs.edu.au
Kaplan Business School is a specialist provider of industry-focused accounting and business qualifications. We provide a range of accredited programs that are both challenging and rewarding.

Kaplan Business School offers programs suitable for both local and international students. With a focus on what our students want to achieve, our highly qualified, industry experienced lecturers teach real-world skills with an outcome focus to help every student reach their career goals. We provide extra one-on-one support through free individual tutoring and career development programs to ensure all our students have the best chance of reaching their potential in the workforce.

Mark Falvo
Director
Kaplan Business School

Gain a qualification from a global institution
Manage where and when you study
Be known and treated as an individual
Learn the theory and how to apply it
Follow a pathway to professional certification
Take advantage of FEE-HELP*

Welcome

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Why Kaplan Business School?

Kaplan Business School is part of a global network, opening doors to educational opportunities and career progression through innovative student-centred learning experiences, inspiring students to fulfill their personal academic and career aspirations.

A pathway to success
We help students unlock their talent by delivering tailored outcome-focused programs designed to provide a pathway to further education or professional certification. We have articulation and credit transfer arrangements with a range of Australian universities and associations.

Kaplan Business School (KBS) is an ideal choice for students who are looking for a business or accounting program developed and delivered by qualified, industry experienced lecturers in a friendly and supportive learning environment.

We have four centrally located campuses in Adelaide, Brisbane, Melbourne and Sydney and offer students the flexibility to move between campuses. With a choice of three intake dates a year and a study timetable that allows true flexibility, students are able to fit their studies around work and family life while studying for their chosen career in a modern, corporate environment.

Accreditation
We deliver programs recognised by the relevant government bodies, professional associations and educational institutions.

Kaplan Business School is a registered higher education provider (PRV12094).

Our qualifications are listed on the Tertiary Education Quality and Standards Agency (TEQSA) National Register and recognised under the Australian Qualifications Framework.

Our bachelor and master’s programs are recognised by, and provide a pathway to, professional programs such as those provided by the Institute of Chartered Accountants in Australia (ICAA), CPA Australia (CPA) and the Institute of Public Accountants (IPA).

Kaplan International
Established in 1938 Kaplan is one of the world’s leading providers of education, helping over one million students achieve their personal educational and career goals each year, through quality programs with individually focused learning outcomes. Kaplan is able to offer students a tailored pathway solution from high school to postgraduate qualifications and career training, and is considered a true provider of lifelong education.

Kaplan Business School is a division of Kaplan International, one segment of Kaplan Inc.. Kaplan International provides English language programs, higher education, vocational education and financial training globally.

Kaplan Business School reserves the right to alter, amend or delete information relating to programs and student services without prior notice. Kaplan Business School assumes no responsibility for the accuracy of information provided by third parties. Information was correct at time of printing (February 2013).

* If eligible. For more information visit www.studyassist.gov.au
Your institute of choice

At Kaplan Business School we recognise that every student has unique academic and career needs and aspirations. It is our mission to provide the support and guidance required for students to realise their full potential and achieve their goals.

A global academic community

Kaplan Business School offers programs suitable for both local and international students and provides the opportunity for students to become part of the global Kaplan community from the moment they start their chosen program. Graduates have a qualification that is recognised world-wide.

Recognised qualifications

All courses offered by KBS are accredited as higher education qualifications and listed by the Tertiary Education Quality and Standards Agency (TEQSA) on the national register. Our qualifications are globally recognised as equivalent to those offered by any university or other approved higher education provider in Australia.

Collaborative learning

To achieve success in the world of international business students need to understand business operations globally, in addition to the cultures and languages of the individual markets they deal with. Learning alongside students from other countries will enrich the learning experience and prepare students for the international business environment, by giving them the opportunity to improve their communication skills, develop their cultural awareness and broaden their sense of belonging in the global community.

Future business networks

We understand our students are studying for a career and not just a qualification. Students at Kaplan Business School have access to various career-focused workshops covering areas such as networking and job search, application letters and resumes, and employment interviews. Students may also take advantage of networking events with professional organisations and employment agencies.

Practical expertise

Our lecturers teach applied, real-world practical skills, crucial to accounting and business studies, where the practical application in the workplace is as important as the theory. Students increase their employability through their ability to demonstrate and apply their theoretical knowledge.

Professionally focused

Our programs are designed to prepare students for their chosen career in a corporate environment. They are developed and delivered by qualified, industry experienced lecturers. Many of our academic staff have extensive experience as practitioners in their field or have worked as trainers with CPA Australia and the Institute of Chartered Accountants Australia delivering their professional programs. The practical focus and academic support KBS provides ensures students are ready not only to enter the workplace but to integrate, communicate and perform to the best of their ability at the end of their studies.

Flexible study

Three intakes per year and a timetable offering morning, afternoon and evening classes provides the flexibility for students to fit study around their work and family. With four campuses around Australia, we can also provide students with the option of changing cities (subject to approval) and continuing their studies.

Complete support

Our classes provide students with a focused, academically challenging learning environment and offer the individual attention needed to help students succeed. For those who require additional support we are able to offer study skills coaching, individual tutoring and English language support.

Kaplan Business School encourages and promotes a friendly, supportive learning environment. Our Student Services team are focused, academically challenging learning and perform to the best of their ability at the end of their studies.

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Postgraduate

Undergraduate

Bachelor of Business

<table>
<thead>
<tr>
<th>Streams:</th>
<th>Management</th>
<th>Hospitality &amp; Tourism</th>
<th>Human Resources</th>
<th>General Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Duration*</td>
<td>3 years: 6 trimesters (2 trimesters per year)</td>
<td>2 years: 6 trimesters (3 trimesters per year)</td>
<td>3 years: 6 trimesters (2 trimesters per year)</td>
<td>3 years: 6 trimesters (2 trimesters per year)</td>
</tr>
<tr>
<td>Units</td>
<td>24 subjects</td>
<td>12 subjects</td>
<td>12 subjects</td>
<td>12 subjects</td>
</tr>
<tr>
<td>Compulsory subjects</td>
<td>The 4 Graduate Certificate subjects featured above plus:</td>
<td>The 4 Graduate Certificate subjects featured above plus:</td>
<td>The 4 Graduate Certificate subjects featured above plus:</td>
<td>The 4 Graduate Certificate subjects featured above plus:</td>
</tr>
<tr>
<td>Elective subjects</td>
<td>Choose electives based upon chosen stream: Accounting, Human Resources, and Hospitality streams have additional core units.</td>
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</tr>
</tbody>
</table>

Program overview

Our career-focused programs are suitable for individuals who wish to achieve their full potential within the fields of business or accounting. We can recommend a career enhancing program or pathway to further study to suit an individual’s prior level of learning or experience.

Undergraduate

<table>
<thead>
<tr>
<th>Diploma of Commerce</th>
<th>1 year: 3 trimesters</th>
<th>8 subjects</th>
<th>• Accounting for Managers ACCM4000</th>
<th>Tallor this course to meet career goals through electives in Accounting, Finance, Management and Marketing. Turn to page 14 to find out more.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Business</td>
<td>3 years: 6 trimesters (2 trimesters per year)</td>
<td>24 subjects</td>
<td>• Quantitative Analysis STA1000</td>
<td>Ajax electives based upon chosen stream: Accounting, Human Resources, and Hospitality streams have additional core units. Turn to page 16 to find out more.</td>
</tr>
</tbody>
</table>

* Typical duration: Work load or study intensity can be adapted to suit an individual’s requirements. Please ask a Kaplan representative for further information.
Your pathway to success

Ranging from diploma level studies to master’s degrees, Kaplan Business School programs are outcome-focused and specifically designed to help students gain the practical skills and knowledge they need to achieve their career goals.

Students may choose a program based on their career aspirations which best suits their prior learning or experience. Our programs allow for personalisation through electives and can offer students the opportunity to pursue further tertiary or professional studies as well as focused career advancement.

Diploma of Commerce

Upon completion of our Diploma of Commerce, students may choose to enter the workforce or continue their studies, taking advantage of the opportunity to proceed onto the second year of the Bachelor of Business at Kaplan Business School. Alternatively, students may apply for credit entry into the second year of an undergraduate degree in business at one of many universities* in Australia. This includes the second year of the University of Adelaide’s Bachelor of Economics or Bachelor of Commerce degree, providing students achieve a credit average in the diploma and meet the University’s English requirements.

Kaplan Business School are available to assist students with selecting second year undergraduate programs should assistance be required.

Bachelor of Business

This program provides students with the essential academic foundations to successfully understand and enter the world of business. Students are considered highly employable in a corporate environment due to the practical and analytical skills they learn. Students may continue their professional development with professional certification. Refer to page 9 for more information.

Graduate Certificate in Accounting

This is an ideal program for students who wish to change career and progress into full master’s of accounting courses. Upon successful completion of this program, students will be eligible for 4 subjects of credit towards the Kaplan Business School Master of Accounting or the Master of Professional Accounting.

Master of Professional Accounting

For those students with an associate or advanced diploma or relevant work experience this program offers the necessary knowledge and skills within accounting and finance related fields to gain employment in a variety of organisations in public practice and industry. Students may also choose to articulate into a professional program. Please turn to page 9 to find out more.

Master of Business Administration

This program is ideal for individuals who wish to pursue leadership or management positions in a variety of business environments.

This program is new for 2013 and has been developed by industry experts to ensure it is relevant, practical and career-focused.

Completion of the Master of Business Administration will facilitate career progression and, due to the opportunity to specialise in a variety of areas, provide students with current industry knowledge that will allow them to become experts in their chosen field.

With multiple entry and exit options, students can choose a pathway to suit their own personal career goals. Kaplan Business School will equip students with the knowledge and skills they need to achieve their career aspirations.

Key:
- Kaplan Business School
- Entry point

Undergraduate

Bachelor of Business

Your pathway to success

Postgraduate

Nested qualifications

To maintain flexibility for our students, so that they may achieve their ideal work, study or life balance and to cater for the increasing industry and business demand for continuous professional development, our master’s degrees contain nested qualifications.

Nested qualifications feature seamless progression from one qualification to the next but allow students to exit after a specified number of units with a fully recognised qualification.

Key:
- Kaplan Business School
- Entry point

Undergraduate

Bachelor of Business

Year 1

Bachelor of Business

Year 2 Year 3

Bachelor of Business

Year 1

Graduate Certificate
in Accounting

Master of Professional Accounting

Graduate Certificate in Accounting

Master of Accounting

Graduate Certificate in Business Administration

Graduate Diploma of Business Administration

Graduate Certificate in Accounting

Master of Professional Accounting

Master of Accounting

Graduate Certificate in Business Administration

Graduate Diploma of Business Administration

Master of Business Administration

* Credit recognised will depend on the institution and program selected.

* Chosen study destination may be a Kaplan Partner or an alternative Australian higher education provider. Recognised prior learning or course credit accepted will depend on the destination institution and/or program selected.
Your future

Each and every student has their own motivation and aspirations, whether they be academic or career related, driven by a desire for personal development or reward. Whatever the reason students undertake further study they can be certain that their future success starts with Kaplan Business School.

Students at Kaplan Business School develop a wide range of skills and competencies within traditional business disciplines including leadership and management. They will receive an insight into the issues encountered in a global business context and with the information they are provided be able to decide on a pathway that is right for them. Students at KBS can choose to complete a single program or follow a pathway through Kaplan to a career within accounting or business.

Accounting

The Kaplan Business School accounting programs prepare candidates for the challenges that accounting graduates will face in the world of business. Our programs produce graduates who are well-rounded, have the essential knowledge and practical skills which employers value, and are ready to be part of a dynamic business environment. Accounting can offer an excellent career path in terms of long-term employment prospects, financial reward, job satisfaction, overseas recognition of qualifications and opportunities to work in Australia and internationally.

Employment opportunities exist in a broad range of business and financial industries, please see page 9 for just a few examples of the roles graduates might look for.

Most graduates will go on to complete their professional accounting qualifications, further building on their business skills.

Business and Commerce

Students who choose to study one of our commerce or business focused programs cover the more traditional areas of business as a career and receive insight into organisational developments and issues affecting the world today. Throughout the year students will receive lectures from prominent speakers within the global business world in areas including: personal planning, life goals, personal finance and career outcomes. Our students may choose to enter the corporate environment with a firm knowledge of the required skills or pursue further studies in their chosen specialist field.

Students with a commerce or business qualification are well suited to a host of roles within an organisation, they may also choose to use their knowledge to start their own business. Students often choose one of the more traditional areas of business as a career, see page 9 for an example of the more typical areas our graduates choose to work within.

For further details about these qualifications, visit www.kbs.edu.au

Your career pathway

Our qualifications provide the academic foundations, as well as the communication and relevant industry-focused skills required for a successful career. We provide our students with the knowledge and guidance they need in order to make the right course or subject decisions to ensure their career aspirations become a reality.

I am already an accountant in Brazil and I would like to be able to work in Australia in this profession. I decided to take the master’s program as it is an accredited qualification that will allow me to seek employment. Kaplan was my first choice as they specialise in business and accounting courses.

I have found the lecturers very capable and they explain the accounting system and legislation in Australia very well. I found a supportive environment at KBS who have been able to advise me which subjects were required for a CPA accreditation.

Janaina Tiemi Takahashi
Master of Professional Accounting

A career in accounting...

Public accounting practice
Financial and management accounting
Management consulting

The banking sector
Stockbroking
Systems analysis and support

Bankruptcy and insolvency consulting
Financial analysis
Taxation and financial consulting

Professional Certification

CPA Australia
Graduates are eligible for admission to the CPA program.

Institute of Chartered Accountants Australia (ICAA)
Recognise graduates as eligible for admission to the Chartered Accountants program.

The Institute of Public Accountants (IPA)
Recognise graduates as meeting membership requirements for Associate status.

A career in business...

Economics
Marketing
Sales
Customer service
International trade
General management

Project management
Consulting
Communication
Entrepreneurship
Business development
Most of my lecturers have taught at university so their teaching is of a very high standard. I am happy to have the same quality education as university students. I am deeply impressed by the lecturers’ kindness, dedication and professionalism. They frequently check our tutorial work to make sure we understand and have completed the work and if we don’t understand, they try to explain using an alternative method. They encourage us to learn and I feel very lucky to have the opportunity to study in their classes. Our lecturers said that in a university they couldn’t take care of their students like this because they have too many students in one class.

Linh Tran
Master of Accounting
Your city

Each of our city locations offers a very different student experience. Every destination offers a great range of activities and the opportunity to explore, even the locals will always find something new to experience in and around each region. Students are able to combine study locations should they wish. Please ask your Kaplan representative for more information.

Sydney
Sydney, the capital city of the state of New South Wales, is the oldest settlement in Australia with world-famous icons such as the Harbour Bridge and Opera House. The city is set around a stunning natural harbour and features many beautiful beaches, multicultural restaurants and an array of international shopping destinations. Sydney is Australia’s largest city with a population of 4.6 million people and hosts a concentrated corporate centre at the forefront of business in Australia and many tourist attractions. Sydney is a global city with great diversity and many cultural influences. As the city enjoys so many days of sunshine and blue skies, there are a multitude of activities to enjoy that make the most out of being outdoors. Some of these social activities include pursuing one of Sydney’s many markets, relaxing on one of the countless beautiful beaches, a quick weekend trip to one of the city’s natural outer regions, surfing, bushwalking or skiing.

Sydney:
• is known as the national hub for global industries such as business, financial services, law, telecommunications and the media
• has a large student population. Almost half of the city’s residents are aged between 20 and 40 and over a quarter are students
• offers a reliable and efficient transport system of buses, trains and ferries
• has a temperate climate and therefore does not experience extremes of cold and heat, making it very enjoyable all-year-round

Melbourne
Melbourne, the capital city of the state of Victoria, is frequently voted one of the world’s most livable cities. The city’s historic buildings combine with modern architecture to reveal an interesting mix of old and new. With a population of 4.1 million people, the city’s economy is broad and well-developed. Melbourne is known as the shopping and sports capital of Australia and features an exciting array of events, attractions, adventures and unique precincts year-round. The city also boasts world-class educational institutions and facilities.

Melbourne:
• features a multitude of attractions just a short drive from the city – including sandy beaches, snow-peaked mountains, zoos, aquariums, historic sites, spas and scenic drives
• is known as one of the world’s most international and diverse cities and is Australia’s second largest city
• has the highest concentration of business headquarters in Australia
• shows industry strength in manufacturing, information and communication technology, agriculture, food production and processing, medical research, financial services and tourism
• is very easy to navigate due to an excellent train, tram and bus system
• shows a diversity and sophistication that is reflected in the exceptional array of restaurants, cafés, boutiques, sports, arts and festivals
• has a temperate climate with cool winters and warm to hot summers

Adelaide
Adelaide, the capital city of the state of South Australia, is a welcoming, cosmopolitan city of around 1.2 million people. Adelaide hosts many high-profile cultural, musical and sporting events. The city centre is compact, easy to travel around and is surrounded on all sides by spacious parklands. The city streets contain many cafés and restaurants that offer a wide variety of cuisines. The areas surrounding Adelaide also offer the chance to experience typically Australian attractions.

Adelaide:
• is an attractive, well-planned city of wide streets, squares and parks and has an elegant mixture of historic and modern buildings
• is known for its cultural events and education
• has a convenient and inexpensive transport system
• is considered an educational hub and is home to around 30,000 international students
• has a reputation for advanced research and technology, especially in the telecommunications and defence industries, and a strong industrial manufacturing base
• has a warm Mediterranean climate where the temperatures are relatively moderate with summers tending to be reasonably hot

Brisbane
Brisbane, the capital city of Queensland, is a culturally vibrant metropolis, recognised for its urban design, good governance and innovation. The city, with a growing international reputation, is home to a population of 1.8 million people. Brisbane is known for its year-round sunshine and blue skies. Against the stunning natural backdrop of the Brisbane River, various national parks and island escapes, outdoor activities are popular. In this diverse multicultural city, tourist attractions cover everything from culture, art and live music, to alfresco dining and impressive shopping precincts. Brisbane’s expanding economy is a result of efficient and competitive business, investment and the largest public infrastructure spending program in Australia’s history.

Brisbane:
• is a multicultural city with almost a third of the population born overseas
• the largest age demographic is of residents aged 24 to 40
• has an extensive public transport network of buses, trains, CityCats and ferries connecting key places within and around the city
• has a strong economy with a growing mining and energy sector, servicing many countries around the world
• has a sub-tropical climate with hot and humid summers and mild, dry sunny winters

New location
Brisbane
Diploma of Commerce

Ideal for students who wish to progress to further studies, this program can provide a pathway to the second year of our Bachelor of Business. Students may also go on to transfer, with credit, to the second year of a bachelor degree at a range of universities and tertiary institutions throughout Australia.

With small classes and quality lecturers, students can complete the equivalent of a first year of university studies while receiving the individual support, focus and encouragement required for success.

**Progression**
The Diploma of Commerce is designed to assist students with their first steps on the career ladder by providing them with the basic business and management skills that underpin a successful career in the business world. Individuals who are returning to study may benefit from the opportunity to progress within their current positions on completion of their diploma program.

This program can be tailored to meet the student’s career goals through electives in accounting, management and marketing. Successful diploma graduates are able to articulate into the second year of the Bachelor of Business at Kaplan Business School or another higher education institution or continue their professional development within their chosen workplace.

**Achievements**
Upon successful completion of the Diploma of Commerce, students are able to:

- explain the environments in which business operates
- demonstrate fundamental knowledge of business concepts and practices
- analyse a range of common economic situations using key economics theories, principles, models and laws
- apply core management and accounting principles to the analysis of current business practices
- communicate effectively in a range of business environments

### Program Overview

<table>
<thead>
<tr>
<th>Suitable for</th>
<th>✓ School leavers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓ High school graduates</td>
</tr>
<tr>
<td></td>
<td>✓ Mature age students</td>
</tr>
</tbody>
</table>

**Typical duration**

- **Standard study option**
  - 1 year (12 months): 3 trimesters

- **Accelerated study option**
  - 9 months: 2 trimesters

**Intakes**
See pages 26-27

**Entry requirements**
See pages 28-29

**Structure**

- 8 subjects (4 compulsory + 4 elective)

- **Compulsory subjects**
  - Accounting for Managers ACC1000
  - Economics ECO1002
  - Introduction to Management MAN1000
  - Quantitative Analysis STA1000

- **Elective subjects**
  - Business Accounting ACC2000
  - Business Communication EAP1000
  - Marketing Principles MAR1000
  - Commercial Law CLW1000
  - Business Information Systems CIS1000
  - Advanced Economics ECO103
  - Issues in International Business ITR3000

**Mode**
On campus, full-time or the equivalent part-time*

**Credit transfer**
Students may apply for credit entry into the second year of our Bachelor of Business or a related undergraduate degree at another Australian higher education provider.

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From diploma to degree

To take advantage of our pathway program and qualify for credit, students must satisfy the bachelor program prerequisites.

Those intending to study the Bachelor of Business (with a major in accounting) upon completion of their diploma are required to have completed 4 from the following 5 electives.

- Business Accounting ACC2000
- Business Communication EAP1000
- Marketing Principles MAR1000
- Commercial Law CLW1000
- Business Information Systems CIS1000

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I decided to study with Kaplan as my qualification will be recognised internationally. I was nervous at first but as soon as my studies commenced, all fear disappeared. KBS provided me with all the help and support I needed to integrate into my new environment. I would recommend Kaplan Business School to everyone.

Mahmoud El Cheikh
Bachelor of Business

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www.kbs.edu.au
Bachelor of Business

This globally recognised Bachelor of Business degree provides the practical skills necessary to start a successful career in the world of business. Students improve their analytical, high-level problem solving, communication and team-work skills increasing their employability on graduation.

Students receive the support they need from professional, industry experienced lecturers while studying this globally recognised bachelor degree. The Bachelor of Business is accredited with CPA Australia and the Institute of Chartered Accountants in Australia.

Progression

This qualification offers students the opportunity to personalise their program through stream selection. Depending on the chosen specialisation and program structure, students are able to choose the electives that they find most interesting and that are most appropriate in achieving their future career aspirations.

Find out more about the streams on the opposite page or turn to page 18 to learn about the program structure, prerequisites and curriculum. Staff are able to offer academic and career-focused guidance where students are required to choose electives.

Achievements

Upon completion of this course students will be able to:

• manage tasks including juggling workloads in order to meet deadlines, prioritising activities and organising themselves and others
• work as part of a team, supporting others when necessary and sharing information and knowledge
• work effectively and profitably with a good understanding of budgets and knowledge of current business, economic and political issues
• communicate effectively and relate well to people with a diverse range of skills, styles and approaches
• tackle problems in a rational, logical manner, using creativity and information-seeking to develop suitable solutions
• set high standards for their work and follow an ethical approach when dealing with others
• actively seek out and act upon feedback in relation to their work performance
• approach challenges and seek out opportunities to develop new skills
• think critically, analyse issues and apply logic to develop solutions
• work effectively and profitably with a good understanding of budgets and knowledge of current business, economic and political issues
• communicate effectively and relate well to people with a diverse range of skills, styles and approaches
• approach challenges and seek out opportunities to develop new skills
• think critically, analyse issues and apply logic to develop solutions
• set high standards for their work and follow an ethical approach when dealing with others
• actively seek out and act upon feedback in relation to their work performance

Stream selection

Accounting

The Bachelor of Business accounting stream provides students with the strong foundation skills and knowledge required to successfully enter the workforce as an accountant. Upon graduation, students are equipped with a specialist understanding of accounting and its associated business fields. The accounting stream is accredited with CPA Australia and the Institute of Chartered Accountants in Australia, providing a direct pathway to professional certification.

General Business

The Bachelor of Business provides students with the foundation skills and knowledge necessary to understand and successfully enter the world of business. Students enter their chosen career with specialist knowledge, having studied across a range of professional fields and specialised elective subjects. Graduates have a high level of employability due to the practical skills learned during the course such as analytical skills, high-level problem solving, communication and team-work skills.

Human Resources

Students who choose to study the human resources stream will develop an understanding of HR functions such as recruiting, training and motivating staff and managing change. Students will develop the skills and knowledge required to maintain a strategic approach to the management of human resources in an organisation.

Hospitality & Tourism Management

The hospitality and tourism management stream has been developed based on industry demand for high quality graduates in both hospitality and tourism. This industry is very dynamic and requires graduates to be innovative and responsive to changes, as well as highly skilled within their chosen discipline. This specialism will equip students with the core business skills required to take advantage of career opportunities within global tourism industries.

I enjoy my course as it is challenging. I would recommend it to my friends, as the teachers are helpful and know what they are talking about. I am receiving a good education in a supportive but fun environment.

My degree will give me the knowledge and skills I will need in the future. My dream is to open my own restaurant.

Janiv Rosen
Bachelor of Business
**Bachelor of Business Curriculum**

Our qualified, industry experienced lecturers will teach students how to apply and demonstrate their theoretical knowledge and practical skills in the workplace. The subjects offered as part of the Bachelor of Business will provide the vital knowledge required within the chosen stream. Each subject is chosen for the vital role it plays in effective and successful management within the business environment.

<table>
<thead>
<tr>
<th>Stream</th>
<th>Trimester 1 &amp; 2</th>
<th>Trimester 3 &amp; 4</th>
<th>Trimester 5 &amp; 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>8 Compulsory subjects</td>
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<td>7 Compulsory subjects</td>
</tr>
<tr>
<td></td>
<td>• Quantitative Analysis STA1000</td>
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<td>• Corporate Governance and Regulatory Processes CGR3000</td>
</tr>
<tr>
<td></td>
<td>• Economics ECO1002</td>
<td>• Organisational Behaviour MAN2000</td>
<td>• Financial Reporting ACC3000</td>
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<td></td>
<td>• Accounting for Managers ACC1000</td>
<td>• Corporate Social Responsibility and Business Ethics MAN2100</td>
<td>• Auditing and Assurance ACC3100</td>
</tr>
<tr>
<td></td>
<td>• Introduction to Management MAN1100</td>
<td>• Management Accounting ACC2100</td>
<td>• Corporations Law CLW1100</td>
</tr>
<tr>
<td></td>
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<td>• Financial Institutions and Markets FIN2000</td>
<td>• Accounting Theory and Contemporary Issues ACC3200</td>
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<td>• Financial Accounting ACC2200</td>
<td>• Corporate Finance FIN3000*</td>
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<td></td>
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<td>• Accounting Information Systems CIS2000</td>
<td>1 Elective subject</td>
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<td></td>
<td></td>
<td></td>
<td>• Issues in International Business ITR3000</td>
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<td></td>
<td></td>
<td></td>
<td>• Market Research and Consumer Behaviour MAR1000</td>
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<td></td>
<td>• Strategic Human Resources Management MAN3000</td>
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<tr>
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<td></td>
<td></td>
<td>• Foundations of Human Resource Management MAN3200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Human Resource Development MAN3400</td>
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<td></td>
<td></td>
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<td>• Employee Relations Management MAN3100</td>
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<tr>
<td></td>
<td></td>
<td>* Corporate Finance FIN3000 is compulsory for those wanting ICAA / CPA membership.</td>
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<table>
<thead>
<tr>
<th>Business</th>
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<th>8 Elective subjects</th>
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<td>• Economics ECO1002</td>
<td>• Organisational Behaviour MAN2000</td>
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<td>• Accounting for Managers ACC1000</td>
<td>• Corporate Social Responsibility and Business Ethics MAN2100</td>
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<td></td>
<td>• Introduction to Management MAN1100</td>
<td>• Management Accounting ACC2100</td>
</tr>
<tr>
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<td>• Business Information Systems CIS1000</td>
<td>• Marketing Management MAR2000</td>
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<td>• Marketing Principles MAR1000</td>
<td>• Financial Institutions and Markets FIN2000</td>
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<td>• Business Communication EAP1000</td>
<td>• Foundations of Human Resource Management MAN2200</td>
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<td></td>
<td>• Commercial Law CLW1000</td>
<td>• Financial Accounting ACC2200</td>
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<tr>
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<td></td>
<td>• Strategic Business Management MAN2300</td>
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<tr>
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<td>• Accounting Information Systems CIS2000</td>
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<table>
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<th>5 Human Resources subjects</th>
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<td>• Economics ECO1002</td>
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<tr>
<td></td>
<td>• Accounting for Managers ACC1000</td>
<td>• Foundations of Human Resource Management MAN2200</td>
<td>• Employee Relations Management MAN3100</td>
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<td>• Introduction to Management MAN1100</td>
<td>5 Elective subjects</td>
<td>• Managing Change MAN3200</td>
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<td>• Business Information Systems CIS1000</td>
<td>• Financial Accounting Processes ACC2000</td>
<td>• Reward Management MAN3300</td>
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<td>• Marketing Principles MAR1000</td>
<td>• Management Accounting ACC2100</td>
<td>• Human Resource Development MAN3400</td>
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<td>• Business Communication EAP1000</td>
<td>• Marketing Management MAR2000</td>
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<td>• Commercial Law CLW1000</td>
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<td></td>
<td>• Financial Accounting ACC2200</td>
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<td></td>
<td>• Strategic Business Management MAN2300</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>• Accounting Information Systems CIS2000</td>
<td></td>
</tr>
</tbody>
</table>

Please note: There may be some flexibility in subject offerings between trimesters and not all electives may be offered in all trimesters. Students may complete the subjects and/or electives in any order different to the one above as long as the necessary prerequisites for each are fulfilled.
Graduate Certificate in Accounting

This graduate accounting program provides an understanding of the framework and fundamental principles of the accounting industry. It is ideal for those with a qualification in a non-accounting discipline wishing to begin a career in accounting or finance.

This program offers an opportunity to develop the basic statistical and economic literacy skills required for data analysis in economics, finance and business management.

**Progression**

Successful graduates will be eligible for 4 subjects of credit towards Kaplan’s Master of Accounting or Master of Professional Accounting.

**Achievements**

Upon completion of the Graduate Certificate in Accounting, students are able to:

- apply appropriate professional and analytical skills to address specific accounting and business issues and challenges
- discuss management of information systems and technologies in modern accounting
- apply key economic principles, theories, models and laws to solve common economic problems
- apply statistical skills that are used in data analysis in economics, finance and business

<table>
<thead>
<tr>
<th>Program Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitable for</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Typical duration¹</td>
</tr>
<tr>
<td>Intakes</td>
</tr>
<tr>
<td>Entry requirements</td>
</tr>
<tr>
<td>Structure</td>
</tr>
<tr>
<td>Compulsory subjects</td>
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<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>Elective Subjects</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Mode</td>
</tr>
<tr>
<td>Credit transfer</td>
</tr>
</tbody>
</table>

¹ Typical duration: Work load or study intensity can be adapted to suit an individual’s requirements. * Part-time study suitable for domestic students only. Not available on a student visa.

Master of Professional Accounting

The Master of Professional Accounting program is ideal for those from a non-accounting background who wish to pursue a career in accounting. Successful graduates are eligible to apply for admission into the professional programs of the CPA Australia and the ICAA.

This accredited accounting program is designed for students who want to broaden their career prospects. They will develop their professional competence and communication skills alongside their numerical and analytical skills.

**Progression**

Graduates are able to seek employment opportunities for a variety of employers across industries including private accounting practices, commercial or governmental organisations.

**Achievements**

Upon completion of the Master of Professional Accounting course students are able to:

- demonstrate professional skills and knowledge in relation to contemporary accounting issues and related practices
- apply appropriate professional and analytical skills to address specific accounting and business issues and challenges
- evaluate professional accounting and business issues emerging from strategic developments in practice and accounting regulation
- analyse contemporary accounting issues and the impact of law and ethics on accounting practice
- be classified as an ‘accountant’ in accordance with the requirements of the Australian Standard Classification of Occupations (ASCO Code: 2211-11)
- apply for admission into the professional programs offered by peak accountancy bodies
- meet the Institute of Public Accountants (IPA) membership requirements for Associate status

<table>
<thead>
<tr>
<th>Program Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitable for</td>
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<tr>
<td>Typical duration²</td>
</tr>
<tr>
<td>Intakes</td>
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<tr>
<td>Entry requirements</td>
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<tr>
<td>Structure</td>
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<tr>
<td>Compulsory subjects</td>
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<td></td>
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<tr>
<td>Mode</td>
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<tr>
<td>Credit transfer</td>
</tr>
</tbody>
</table>

² Typical duration: Work load or study intensity can be adapted to suit an individual’s requirements. * Part-time study suitable for domestic students only. Not available on a student visa.

Kaplan is famous around the world for the quality of their education services. As KBS’s specialist in accounting, business and finance in my opinion they provide the best material, most relevant and practical for my chosen major. KBS staff helped me to correct my resume and to apply for jobs and internships, introducing me to relevant employers. I got my internship in an accounting firm, which has given me a chance to practise in the real-world.

Linh Tran

Master of Accounting

Linh Tran

www.kbs.edu.au
Master of Accounting

This qualification will improve students’ ability to think critically and allow them to develop the necessary accounting skills to work within a vast range of industries. As a graduate conversion program it is ideal for students wishing to enter the accounting profession.

Students learn the accounting and management skills employers look for in a wide range of industries through a variety of subjects including Management Accounting, Taxation Law, and Corporate Governance.

Progression
Upon graduation students hold a globally recognised accounting qualification that will allow successful graduates to proceed to professional certification or employment in a relevant field.

Achievements
Upon completion of the Master of Accounting, students are able to:
- demonstrate professional skills and knowledge in relation to contemporary accounting issues and related practices
- apply appropriate professional, strategic and analytical skills to address specific accounting and business issues
- analyse contemporary accounting issues and the impact of law and ethics on accounting practice
- be classified as an 'accountant' in accordance with the requirements of the Australian Standard Classification of Occupations (ASCO Code: 2211-11)
- be eligible for admission into the professional programs offered by peak accountancy bodies
- meet the Institute of Public Accountants (IPA) membership requirements for Associate status

Program Overview

<table>
<thead>
<tr>
<th>Suitable for</th>
<th>Holders of recognised post-secondary qualifications</th>
<th>Mature age students</th>
<th>Career change or professional development</th>
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<tbody>
<tr>
<td>Typical duration</td>
<td>2 years (24 months), 6 trimesters</td>
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<tr>
<td>Intakes</td>
<td>See pages 26-27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry requirements</td>
<td>See pages 28-29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure</td>
<td>16 compulsory subjects</td>
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<td>Quantitative Methods STAM4000</td>
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<td>Economics ECOM4000</td>
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<td>Accounting Information Systems CISM4000</td>
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<td>Business and Corporations Law CLWM4000</td>
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<td>Management Accounting ACCM4100</td>
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<td>Financial Accounting and Reporting 1 ACCM4200</td>
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<td>Financial Accounting and Reporting 2 ACCM4300</td>
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<td>Auditing and Assurance ACCM4400</td>
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<td>Taxation Law CLWM4100</td>
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<td>Finance FINM4000</td>
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<td>Accounting Theory and Contemporary Issues ACCM4600</td>
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<td>Advanced Management Accounting ACCM4500</td>
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<td>Corporate Governance and Regulatory Processes CGRM4000</td>
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<tr>
<td></td>
<td>Introduction to Management MABM4000</td>
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</tr>
<tr>
<td></td>
<td>Professional Communication Practice EAPM4000</td>
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</tr>
</tbody>
</table>

Mode | On campus, full-time or the equivalent part-time

Credit transfer
Master of Accounting graduates are eligible for admission into professional programs offered by the IPA, ICAA and CPA Australia.

When the time came to decide in which institute to study I realised that Kaplan offered a good balance between price and quality. The majority of the lecturers here also lecture in the top universities in Australia and for this reason they offer a very competitive service. I would recommend Kaplan to other students, as it’s a very serious institution and the school offers an excellent service.

Alejandro Pulen
Master of Accounting
Master of Business Administration

The Master of Business Administration is designed to provide students with valuable practical management skills that will allow them to develop their capability to lead and inspire others in a global business environment.

Students have the opportunity to develop knowledge across the traditional business administration disciplines and develop a wide range of relevant skills and practical competencies valued by employers globally. Students may choose elective subjects from one of eight management fields, allowing individuals to tailor the program to their personal interests and career aspirations. Refer to the Program Overview for a list of available fields.

Students enjoy complete support with face-to-face tutorials, learning from experienced industry experts and professional academics, the intricacies of current business and real-world issues.

Progression
Our MBA program is ideal for students who wish to further their career, increase their employment prospects and earning potential upon graduation, within a wide range of occupational areas and industry sectors. Students may build the foundations of their future business networks alongside their fellow students together as a group of like-minded individuals and aspiring leaders.

Achievements
Upon successful completion of this qualification, students are able to:

- Apply knowledge related to fundamental business processes to make effective and well reasoned business decisions in a global context
- Implement strategic thinking to address business issues and opportunities in dynamic environments
- Demonstrate the leadership necessary to accomplish business goals and maximise organisational performance
- Evaluate the ethical and social implications of business decisions from an international perspective

Our MBA program includes a range of compulsory subjects that will provide students with an in-depth understanding of how businesses operate. Students may choose to specialise through selecting electives in line with their past experience, individual interest or career opportunities.

Program Overview

Suitable for
- Graduates
- Career specialisation
- Career change or professional development

Locations
Melbourne, Sydney

Typical duration
Standard study option
2 years: 6 trimesters
Accelerated study option
This program may be completed in 4 trimesters. Ask your Kaplan representative for further information.

Intakes
See pages 26-27. Delivery will commence 10 July 2013

Entry requirements
See pages 28-29

Structure
15 subjects (12 compulsory subjects + 3 elective subjects)

Compulsory subjects
- Business Perspectives GB500
- Business Communications GB512
- Business Analytics GB513
- Financial Accounting Principles and Analysis GB518
- Measurement and Decision Making GB519
- Strategic Human Resource Management GB520
- Marketing Management GB530
- Economics for Global Decision Makers GB540
- Financial Management GB550
- Strategic Management GB560
- Corporate Social Responsibility GB569
- Designing, Improving and Implementing Processes GB570
- Leadership Strategies for a Changing World GB600
- MBA Capstone GB601

Elective subjects
See page 25
Management fields include General Management

Mode
On campus, full-time or the equivalent part-time

Credit transfer
Students with relevant undergraduate and/or postgraduate qualifications may be eligible for recognition for up to 50% of the program enabling them to fast track their qualification.

Nested qualifications
To maintain flexibility and cater for the increasing industry and business requirement for continuous professional development, our Master of Business Administration comprises a number of nested qualifications. This enables flexibility with multiple exit points and seamless progression from one qualification to the next.

If students enrol in the master’s program but do not complete the entire degree, upon completion of the specified number of subjects they may exit with a lower qualification.

Students who choose to study only 6 specified subjects will gain a recognised Graduate Certificate in Business Administration. Similarly those students who study the ten specified subjects required for a Graduate Diploma of Business Administration may also exit upon completion of those subjects.

Elective subjects
Students have the opportunity to select their elective subjects from within 8 specialist management fields. Individual subjects will be offered according to student demand, therefore not all electives may be offered in all trimesters in all locations. Please refer to the overview featured to the right for the right for the subject breakdown by field. Ask your Kaplan representative for further information on the electives available at each location.

Management field  Elective subjects

General Management
- Designing, Improving and Implementing Processes GB560
- Managing the Value Chain GB570
- Corporate Social Responsibility GB569

Graduate Diploma in Business Administration

Graduate Certificate in Business Administration

* Part-time study suitable for domestic students only. Not available on a student visa.

† Typical duration: Workload or study intensity can be adapted to suit an individual’s requirements. Approved maximum duration is up to 2.6 years.

‡ Credit transfer Students with relevant undergraduate and/or postgraduate qualifications may be eligible for recognition for up to 50% of the program enabling them to fast track their qualification.
Kaplan Business School offers three trimester study periods per year. Students may begin their studies at the start of any of the following trimester intakes.

### Academic calendar

<table>
<thead>
<tr>
<th>Trimester 1</th>
<th>Trimester 2</th>
<th>Trimester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>20-21 March 2013</td>
<td>6-7 November 2013</td>
</tr>
<tr>
<td>Start date</td>
<td>25 March 2013</td>
<td>11 November 2013</td>
</tr>
<tr>
<td>End date</td>
<td>14 June 2013</td>
<td>14 February 2014</td>
</tr>
<tr>
<td>SWOT Vac</td>
<td>17-21 June 2013</td>
<td>17-21 February 2014</td>
</tr>
<tr>
<td>Exams</td>
<td>24-28 June 2013</td>
<td>24-28 February 2014</td>
</tr>
</tbody>
</table>

### Domestic student fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Subject fee (AUD)</th>
<th>Program fee (AUD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Commerce</td>
<td>1250</td>
<td>10000</td>
</tr>
<tr>
<td>Bachelor of Business</td>
<td>1250</td>
<td>30000</td>
</tr>
<tr>
<td>Graduate Certificate in Accounting</td>
<td>1750</td>
<td>7000</td>
</tr>
<tr>
<td>Master of Accounting</td>
<td>1750</td>
<td>28000</td>
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<tr>
<td>Master of Professional Accounting</td>
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<td>21000</td>
</tr>
<tr>
<td>Master of Business Administration</td>
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<td>26250</td>
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</table>

Note: These course fees are for 2013 only and may be subject to change. Some additional services provided by Kaplan Business School may also attract fees. For more information visit [www.kbs.edu.au/fees](http://www.kbs.edu.au/fees).

### International student fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Subject fee (AUD)</th>
<th>Program fee (AUD)</th>
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</thead>
<tbody>
<tr>
<td>Diploma of Commerce</td>
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<tr>
<td>Bachelor of Business</td>
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<td>36000</td>
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<td>Graduate Certificate in Accounting</td>
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<td>Master of Accounting</td>
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<tr>
<td>Master of Business Administration</td>
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<td>27750</td>
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</table>

Note: These course fees are for 2013 only and may be subject to change. Some additional services provided by Kaplan Business School may also attract fees. For more information visit [www.kbs.edu.au/fees](http://www.kbs.edu.au/fees).

### Additional fees

<table>
<thead>
<tr>
<th>Fee (AUD)</th>
<th>Fee (AUD)</th>
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<tbody>
<tr>
<td>Registration Fee (compulsory)</td>
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<tr>
<td>Accommodation Placement (optional)</td>
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<tr>
<td>Airport Pickup (optional)</td>
<td>120 (approx.)</td>
</tr>
<tr>
<td>Replacement Transcript</td>
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<tr>
<td>Replacement Certificate</td>
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<tr>
<td>Recognised Prior Learning assessment</td>
<td>250</td>
</tr>
</tbody>
</table>

Scholarships

Scholarships are available to students with outstanding academic achievements.

### Applying

#### How to apply

1. Complete the Application Form attached or apply online by visiting [www.kbs.edu.au](http://www.kbs.edu.au).
2. Send the completed application form with certified* copies of:
   - School results
   - Work experience details if applicable
   - English proficiency documents if applicable
   - Passport details
3. Kaplan Business School will notify students after receiving the application whether they have been accepted or not. If accepted students will receive a Letter of Offer.
4. To proceed with the enrolment, students will need to sign and return the Acceptance of Offer form and pay the fees as specified in the Letter of Offer. 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.

### Course fees quoted are based on 2013 subject fees only and subject to change. All fees are stated in Australian Dollars. Fees may be subject to an annual increase each subsequent calendar year for the duration of the course. Fee increases are applied at the beginning of each calendar year.
Kaplan Business School offers programs to suit a range of academic or career pathways that can be tailored to the needs of each student. Through student support and a personalised learning experience we help students achieve the results they want. Academic entry requirements vary between programs. Please refer to the information below and opposite.

### Undergraduate program

<table>
<thead>
<tr>
<th>Academic program</th>
<th>Academic requirements</th>
<th>English language requirements*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Commerce</td>
<td>Successful completion of Year 12 or equivalent</td>
<td>IELTS 5.5 overall (no individual band score lower than 5.0) OR PTE Academic Score of 42.49 OR TOEFL (Computed): 195, TOEFL (Internet): 70</td>
</tr>
<tr>
<td>Bachelor of Business</td>
<td>Successful completion of Year 12 or equivalent</td>
<td>IELTS 6.0 overall (no individual band score below 5.5 with 6.0 in speaking and writing) OR PTE Academic Score of 50.57 OR TOEFL (Computed): 213, TOEFL (Internet): 70</td>
</tr>
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</table>

### Postgraduate program

<table>
<thead>
<tr>
<th>Postgraduate program</th>
<th>Academic requirements</th>
<th>English language requirements*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Certificate in Accounting</td>
<td>Advanced Diploma or Associate Diploma OR Bachelor Degree</td>
<td>IELTS 6.0 overall (no individual band score below 5.5 with 6.0 in speaking and writing) OR PTE Academic Score of 50.57 OR TOEFL (Computed): 213, TOEFL (Internet): 79-80</td>
</tr>
<tr>
<td>Master of Professional Accounting</td>
<td>Bachelor Degree</td>
<td>IELTS 6.0 overall (no individual band score below 5.5 with 6.0 in speaking and writing) OR PTE Academic Score of 50.57 OR TOEFL (Computed): 213, TOEFL (Internet): 80</td>
</tr>
<tr>
<td>Master of Accounting</td>
<td>KBS Graduate Certificate in Accounting OR Advanced Diploma or Associate Degree plus evidence of sufficient relevant industry experience OR Bachelor Degree</td>
<td>IELTS 6.0 overall (no individual band score below 5.5 with 6.0 in speaking and writing) OR PTE Academic Score of 50.57 OR TOEFL (Computed): 213, TOEFL (Internet): 80</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td>Graduate Diploma OR Bachelor Degree (Evidence of sufficient relevant industry experience may be required)</td>
<td>IELTS 6.0 overall (no individual band score below 5.5 with 6.0 in speaking and writing) OR PTE Academic Score of 50.57 OR TOEFL (Computed): 213, TOEFL (Internet): 80</td>
</tr>
</tbody>
</table>

*English language requirements apply if previous studies were not completed in English.

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### Academic equivalency guide

The table below offers guidance on the international equivalent of the academic requirements shown on page 28. Please contact a Kaplan Business School representative to find out more.

#### Undergraduate entry

<table>
<thead>
<tr>
<th>Country</th>
<th>Equivalent academic requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Successful completion of Year 12 or equivalent (Minimum ATAR of 55)</td>
</tr>
<tr>
<td>Brazil</td>
<td>Successful completion of Diploma de Ensino Medio or equivalent</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>Successful completion of Diploma za Sredno Obrazovanie (Diploma of Completed Secondary Education)</td>
</tr>
<tr>
<td>China</td>
<td>Successful completion of Senior Middle 3 (SM3) with 70-75% average</td>
</tr>
<tr>
<td>Colombia</td>
<td>Successful completion of Bachillerato</td>
</tr>
<tr>
<td>France</td>
<td>Successful completion of French Baccalaureat</td>
</tr>
<tr>
<td>Germany</td>
<td>Successful completion of Abitur</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>HKDSE Minimum 8 points - Only points gained in category A and C subjects will be considered Minimum Level 3 in English</td>
</tr>
<tr>
<td>Hungary</td>
<td>Completion of the All India Senior School Certificate with an average of 55%</td>
</tr>
<tr>
<td>Indonesia</td>
<td>Completion of SMU3 with an average grade of 7.0 in 4 subjects (Diploma of Commerce) High School Leaving Certificate Year 3 with a “C” grade (Bachelor of Business)</td>
</tr>
<tr>
<td>Italy</td>
<td>Successful completion of Diploma di Esame di Stato / Maturita</td>
</tr>
<tr>
<td>Korea</td>
<td>High School Leaving Certificate Year 3 with a “C” grade average in 4 academic subjects</td>
</tr>
<tr>
<td>Malaysia</td>
<td>STPM with 2 passes or Senior Middle 3 (SM3) passes of 70% or above in 4 academic subjects or equivalent</td>
</tr>
<tr>
<td>Mexico</td>
<td>Successful completion of Bachillerato/ Preparatoria</td>
</tr>
<tr>
<td>Peru</td>
<td>Successful completion of Secondary education (Certificado de Educacion Secundaria Comun Completa)</td>
</tr>
<tr>
<td>Singapore</td>
<td>2 passes in the Singapore ‘A’ levels</td>
</tr>
<tr>
<td>Spain</td>
<td>Successful completion of the Curso de Orientacion Universitaria / Título de Bachillerato</td>
</tr>
<tr>
<td>South Africa</td>
<td>Successful completion of the National Senior Certificate or Senior Certificate</td>
</tr>
<tr>
<td>Thailand</td>
<td>Successful completion of the Matapom 6 with GPA of 2.0</td>
</tr>
<tr>
<td>United Arab Emirates</td>
<td>Tawjih with 70% average in academic subjects</td>
</tr>
<tr>
<td>Venezuela</td>
<td>Successful completion of Bachillerato</td>
</tr>
<tr>
<td>Vietnam</td>
<td>GPA of 6.0-6.5</td>
</tr>
<tr>
<td>All other countries</td>
<td>Enquire at School</td>
</tr>
</tbody>
</table>

#### Postgraduate entry

<table>
<thead>
<tr>
<th>Country</th>
<th>Equivalent academic requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Advanced Diploma</td>
</tr>
<tr>
<td>Brazil</td>
<td>Associate Diploma</td>
</tr>
<tr>
<td>China</td>
<td>Graduate Certificate</td>
</tr>
<tr>
<td>Colombia</td>
<td>Graduate Diploma</td>
</tr>
<tr>
<td>Germany</td>
<td>Bachelor Degree</td>
</tr>
<tr>
<td>All other countries</td>
<td>An overseas qualification deemed by the National Office of Overseas Skills Recognition (NOSDR) as being comparable</td>
</tr>
</tbody>
</table>
1. GENERAL TERMS & CONDITIONS

1.1. Terms & Conditions are applicable to all students studying at Kaplan Business School (KBS).

1.1.1. KBS reserves the right to modify its policies of KBS as published on our website (www.kbs.edu.au) and by the student's study materials, without prior notice. These changes may affect student course progression, assessment, and grades.

1.2. Late Arrivals, Vacation & Absences: No refund is given for classes, materials, or ancillary charges, where a student is not present or is absent from classes.

1.3. Students must submit all course materials, assignments, and course updates by their deadlines. Deadlines are subject to change without notice. KBS reserves the right to modify the course outlines of any class.

1.4. Exams: TBS reserves the right to have exams canceled at its discretion. However, if the exam is canceled, the cancellation fee, which depends upon the notification period, in accordance with the Kaplan's refund policy only, is a course is defined in prior to the commencement of the course.

1.5. Tuition fees: The student or the student's family agrees to pay the full tuition fee and any additional charges in accordance with the KBS refund policy. Tuition fees include examinations and progression fees as well.

1.6. Placement fees: The student or the student's family agrees to pay the full placement and progression fees and a KBS certificate upon successful completion of the course. KBS reserves the right to withhold the granting of a certificate if a student fails to complete the course successfully.

1.7. Administrative: KBS reserves the right to terminate the enrollment for any reason.

2. PRIVACY

2.1. A student may apply for their studies on the grounds that their personal information may be shared with the Australian Department of Immigration or the Department of Health and related bodies pursuant to the Australian Department of Immigration’s rules and regulations in order to meet its obligations under the ESOS Act and the National Code. KBS is listed as a Higher Education Provider on the CRICOS website.

3. ENROLMENT

3.1. Information: In order to be enrolled, a student must provide all necessary information to the KBS booking office in the form of an application form. The student must provide all relevant information to the KBS booking office to ensure that they are placed in the correct course.

4. AUSTRALIAN STUDENTS

4.1. Before enrolling, students must ensure that they are eligible to study in Australia. Students must also ensure that they have obtained their student visa and that it is valid for the duration of their studies.

5.1. Proof of identification: KBS is an approved provider of the Department of Immigration and Border Protection and of the Australian Department of Education and Training.

5.2. English proficiency: KBS reserves the right to refuse or cancel an application if the student fails to meet the English language requirements.

5.3. Travel and medical insurance: Travel and medical insurance are compulsory for all students studying in Australia. Students must show proof of travel and medical insurance to the KBS booking office in order to enrol in a course.

5.4. Fines: Any student who fails to comply with KBS's refund policy may be subject to financial penalties.

6. INTERNATIONAL STUDENTS

6.1. Information: In all cases, enrolment applications, medical certification, and any supplementary fee services are non-refundable. Tuition fees are non-refundable to other students.

6.2. Fines: Any student who fails to comply with KBS’s refund policy may be subject to financial penalties.

7. CONSULTATION

7.1. Agreement: There are no terms and conditions, and the availability of complaints and appeal processes, does not extend to the student’s or the student’s family’s actions or decisions.

7.2. Complaints: Any complaint or appeal should be directed to the Director of Student Services at KBS. The complainant will be notified of the outcome within 28 days of receipt of the complaint or appeal.

7.3. Financial aid: Students who are interested in financial aid should contact the appropriate government body or educational institution for more information.

8.1. Personal and contact details must be provided on a student’s application form.

8.2. All personal information provided to KBS is confidential and will not be disclosed to any third party, except where required by law or in the course of meeting its obligations under the ESOS Act and the National Code. KBS is listed as a Higher Education Provider on the CRICOS website.

9.1. Amendments: Any amendments to these terms and conditions will be published on the KBS website and will be effective from the date of publication.

9.2. Assignment: These terms and conditions are subject to the laws of Australia and to the jurisdiction of the courts of Australia.

10.1. The KBS website (www.kbs.edu.au) is the official website of KBS and contains all relevant information for students.

10.2. Students must familiarize themselves with the KBS website and use it as their primary source of information.

10.3. KBS reserves the right to modify the terms and conditions at any time without notice.

11.1. The KBS website (www.kbs.edu.au) is the official website of KBS and contains all relevant information for students.

11.2. Students must familiarize themselves with the KBS website and use it as their primary source of information.

11.3. KBS reserves the right to modify the terms and conditions at any time without notice.