

**T2 2017 ENROLMENT FORM FOR**

# DIPLOMA OF BUSINESS

**Instructions**

- It is the student's responsibility to submit the completed subject enrolment form, along with the fee payment, no later than the Friday prior to the trimester commencing (14th July 2017). Subject enrolment forms submitted without payment will not be accepted.
- International students must enrol in a minimum of three (3) subjects (in trimester's 1 and 2) due to Student Visa requirements.
- Students must ensure prerequisites are met before enrolling in a subject.
- Students must review all Kaplan Business School policies and procedures including the School's Refund Policy at [www.kbs.edu.au](http://www.kbs.edu.au)

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

|   |                               |
|---|-------------------------------|
| Title<br>Mr Ms Other (please specify):                                    |                               |
| Family name   |                               |
| First name(s)   | Male<br>Female<br>Unspecified |
| Date of birth (dd/mm/yyyy)  | Student ID                    |
| Full address  |                               |
| Suburb  | Postcode                      |
| State   | Country                       |
| Telephone (home/mobile)   |                               |
| Passport number   | Passport expiry date          |
| Visa type   | Visa expiry date              |
| Visa grant number   |                               |
| E-mail  |                               |
| Campus selection (please tick one):<br>Adelaide Brisbane Melbourne Sydney |                               |

**Subject fees (applicable per subject)**

All fees must be paid at the time of enrolment.

| No. of subjects enrolling in | Domestic | International |
|------------------------------|----------|---------------|
| 1                            | AUD1650  | AUD1950       |
| 2                            | AUD3300  | AUD3900       |
| 3                            | AUD4950  | AUD5850       |
| 4                            | AUD6600  | AUD7800       |

**New students (only)**

Complete the below totals.

|                                      |     |
|--------------------------------------|-----|
| <b>Subtotal</b>                      | AUD |
| <b>Less deposit on academic fees</b> | AUD |
| <b>Grand total</b>                   | AUD |

**Payment details**

Note: Kaplan Business School does not accept cash payments. Tuition fees must be finalised by the Friday prior to the trimester commencing 14th July 2017.

Students with outstanding tuition fees after Friday 14th July will be charged a \$260 late payment fee.

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 Immigration and Border Protection (DIBP) which may affect your visa.

Please tick your preferred method of payment:

 EFTPOS (payments must be made on campus)

 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.

 Credit Card (payments must be made on campus in person or over the phone by contacting the campus).

 FEE-HELP

## T2 ENROLMENT FORM FOR DIPLOMA OF BUSINESS

### Subject selection

Please note: Refer to the course structure ([www.kbs.edu.au](http://www.kbs.edu.au)) for information on core and elective subjects when making your selection.

• Subject offered

| Subject code | Subject name                                     | Adelaide | Brisbane | Melbourne | Sydney |
|--------------|--|----------|----------|-----------|--------|
| BUS101       | Business Communication                           | •        | •        | •         | •      |
| BUS102       | Introduction to Management                       | •        | •        | •         | •      |
| BUS103       | Accounting for Managers                          | •        | •        | •         | •      |
| BUS104       | Economics  | •        | •        | •         | •      |
| BUS105       | Business Information Systems                     | •        | •        | •         | •      |
| BUS106       | Marketing Principles                             | •        | •        | •         | •      |
| BUS107       | Commercial Law                                   | •        | •        | •         | •      |
| BUS108       | Quantitative Analysis                            | •        | •        | •         | •      |
| BUS109       | Foundations of Academic Success 1 (Numeracy)     | •        | •        | •         | •      |
| BUS110       | Foundations of Academic Success 2 (English)      | •        | •        | •         | •      |
| BUS111       | Foundations of Academic Success 3 (Study skills) | •        | •        | •         | •      |
| BUS114       | Introduction to Economics                        | •        | •        | •         | •      |

### 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 'Student 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

### 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 selected my campus and subject(s)  
 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.

### Office use only

| To be completed by the SEO  |      | To be completed by the SRO           |      |
|-----------------------------|------|--------------------------------------|------|
| Check Enrolment Eligibility |      | Payment received/payment plan issued |      |
| Noted in Diary              |      | Entered in Edupoint                  |      |
| Initial SEO                 | Date | Initial SRO                          | Date |

**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 (policy link) 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

Level 3, 252 St Pauls Terrace  
Spring Hill 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 VIC 3008  
Tel: +61 (0)3 9626 4576  
Email: [melbourne@kbs.edu.au](mailto:melbourne@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)