

APPLICATION FOR INTERMISSION & DEFERRAL OF STUDIES

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

INFORMATION FOR STUDENTS

Please read the information below before completing the form.

1. Intermission and Deferral of Studies can only be approved on compassionate and compelling circumstances for a maximum of 2 consecutive trimesters. Extension beyond this time period is only granted in exceptional circumstances.
2. Applications for Intermission/Deferral of Studies must be submitted before the commencement of the trimester.
3. Students returning to study after an approved period of leave should contact Student Experience to confirm their re-enrolment no later than two weeks before the commencement of the trimester.
4. New students may defer a course that has been offered only once and this is subject to approval. Tuition and other fees may change when and if a new offer is generated. The policy of the School is to allow deferment of a formal offer until the commencement of the following intake.

All approved intermission/deferral of studies will incur a AUD160 fee.

International students

Please note: Intermitting, suspending or discontinuing an enrolment may affect your student visa. The School will notify the the relevant government department(s).

STUDENT DETAILS

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):		Please tick <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified	
Family name		Given name(s)	
Date of birth (dd/mm/yyyy)	Student ID		
Telephone (Home/Mobile)			
E-mail			
Full address			
Suburb		State/Province	
Postcode		Country	

ENROLMENT DETAILS

I am enrolled in the following course (please tick):

Undergraduate courses

- Diploma of Business
- Bachelor of Business
- Bachelor of Business (Accounting)
- Bachelor of Business (Marketing)
- Bachelor of Business (Hospitality and Tourism Management)

Postgraduate courses

- Graduate Certificate in Accounting
- Master of Accounting
- Master of Professional Accounting
- Graduate Certificate in Business Administration
- Graduate Diploma of Business Administration
- Master of Business Administration

INTERMISSION/DEFERRAL DETAILS

Reason for Intermission/Deferral of Studies (please tick): Medical Personal reasons Other

Please provide further details to support your Intermission/Deferral reason:

I wish to commence or return to my studies in (please tick): Trimester 1 Trimester 2 Trimester 3 Year

Student/Guardian signature

Date (dd/mm/yyyy)

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PAYMENT DETAILS

Note: Kaplan Business School does not accept cash payments.

Please tick your preferred method of payment:

Credit Card
 (Payments can be made on campus, over the phone by contacting the campus or online via: <http://www.kbs.edu.au/fee-payment-portal/>)

Note: a 1.3% surcharge applies for all credit card transactions.

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**
 *Please include your student number in the reference ID for bank transfer.

OFFICE USE ONLY

Form received date (dd/mm/yyyy)	Received by	Decision outcome (please tick)	
		<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
Reason for outcome	Decision maker	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 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

Brisbane

Level 3, 252 St Pauls Terrace
 Spring Hill QLD 4000
 Tel: +61 (0)7 3872 3800
 Email: brisbane@kbs.edu.au

Melbourne

Level 4, 370 Docklands Drive
 Docklands VIC 3008
 Tel: +61 (0)3 9626 4576
 Email: melbourne@kbs.edu.au

Sydney

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