

REQUEST FOR OFFICIAL DOCUMENTS

Official documents may take up to 10 business days to be produced.
 Requested documents will not be issued if there are outstanding financial payments due to Kaplan Business School.

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

STUDENT DETAILS

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)	
Family name	Given name(s)
Date of birth (dd/mm/yyyy)	Student ID
Telephone (Home/Mobile)	Email address
Full address	
Suburb	State/Province
Postcode	Country

DOCUMENTS REQUIRED

Please select required documentation

- | | | |
|--|---|---|
| <input type="checkbox"/> Interim transcript (AUD21 for 1 copy) | <input type="checkbox"/> Letter of Completion (no cost) | <input type="checkbox"/> Replacement Official Transcript (AUD21 for 1 copy) |
| <input type="checkbox"/> Proof of Enrolment letter (no cost) | <input type="checkbox"/> Leave letter: For intermission of studies and approved leave (no cost) | <input type="checkbox"/> Family visit letter: Request for family members to visit the student. Please complete the table below. |
| <input type="checkbox"/> Employment letter (no cost) | | |
| <input type="checkbox"/> Finance Verification letter (no cost) | | |

Testamurs may be replaced through an internal verification process for which you may need to provide supporting evidence and/or a statutory declaration.

Family Visit Letter details

Family Name	Given Name(s)	Date of Birth (dd/mm/yyyy)	Relationship to Applicant	Length of stay

Reason for visit

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OPTIONS

Please select relevant option

- | | |
|--|-------------------------|
| <input type="checkbox"/> I will pick up the document(s) from Campus.
<input type="checkbox"/> An authorised person will pick up the document(s) from Campus on my behalf. (Documents will not be given to a third party unless they have a letter of authority – ID must be presented upon collection). | Authorised persons name |
| <input type="checkbox"/> I would like the document(s) emailed to me (interim transcripts and letter only).
<input type="checkbox"/> I would like the document(s) posted to me. A fee of AUD15 applies for international postage. (Graduating and Alumni only). | |

Student/Guardian Signature	Date (dd/mm/yyyy)

PAYMENT DETAILS

Note: Kaplan Business School does not accept cash payments above AUD25.

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**
 *You are required to provide a copy of the bank transfer receipt with your completed form. Please include your student number in the reference ID for bank transfer.

OFFICE USE ONLY

Received by	Form received date (dd/mm/yyyy)
Processed by	Processed 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

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 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
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 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