

# NOTIFICATION OF WITHDRAWAL OR CHANGE OF SUBJECT

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

## STUDENT DETAILS

Title  
 Mr    Ms    Other (please specify)

|                            |               |
|----------------------------|---------------|
| Family name                | Given name(s) |
| Date of birth (dd/mm/yyyy) | Student ID    |

## CHANGE OF SUBJECT(S)

Students cannot change subjects after week 2.

I hereby give notice to Kaplan Business School that I would like to change the following subject(s) of study:

| From subject (code & name) | To subject (code & name) |
|----------------------------|--------------------------|
|                            |                          |
|                            |                          |
|                            |                          |
|                            |                          |

## REASON FOR WITHDRAWAL OR CHANGE OF SUBJECT

I hereby give notice to Kaplan Business School that I am withdrawing from my enrolled subject due to the following reason:

## ADD SUBJECT(S) TO ENROLMENT

Students cannot enrol into additional subjects after week 2.

I hereby give notice to Kaplan Business School that I would like to add the following subject(s) of study:

| Subject(s) (code & name) |
|--------------------------|
|                          |
|                          |
|                          |

## WITHDRAW SUBJECT(S) FROM ENROLMENT

International students who withdraw from a subject after week 2 will not be eligible for a refund and WF subject result will apply. Domestic students who withdraw from a subject after census date will not be eligible for a refund and WF result will apply. A result of WNF will apply for withdrawals between week 2 and census date.

| Subject(s) (code & name) |
|--------------------------|
|                          |
|                          |
|                          |

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## STUDENT DECLARATION

### Domestic Students

I am aware that if my notification of withdrawal is submitted to Kaplan Business School after the publicised census date I will incur a FEE-HELP debt to the Commonwealth Government for the subjects of study I am enrolled in for that trimester.

### All Students

I have read and understood the refund policy and procedure and am aware that financial penalties may be incurred.

Student/guardian signature

Date (dd/mm/yyyy)

## OFFICE USE ONLY

Processed by

Processed date (dd/mm/yyyy)

Received by

Form received 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](mailto:privacy@kaplan.edu.au) for more information.

Return this form to your Kaplan Business School Student Experience Team:

### Adelaide

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