

NOTIFICATION OF CAMPUS TRANSFER

This form should be used if you wish to transfer your studies to another Kaplan Business School campus. Campus transfer requests will not be actioned mid trimester. Requests will be processed after results are released and in time for the next trimester at the new location. Please submit this completed and signed form to the Student Experience Team at your current campus.

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

CURRENT COURSE DETAILS

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

Undergraduate courses	Postgraduate courses
<input type="checkbox"/> Diploma of Business	<input type="checkbox"/> Graduate Certificate in Accounting
<input type="checkbox"/> Bachelor of Business	<input type="checkbox"/> Master of Accounting
<input type="checkbox"/> Bachelor of Business (Accounting)	<input type="checkbox"/> Master of Professional Accounting
<input type="checkbox"/> Bachelor of Business (Finance)	<input type="checkbox"/> Graduate Certificate in Business Administration
<input type="checkbox"/> Bachelor of Business (Hospitality and Tourism Management)	<input type="checkbox"/> Graduate Diploma of Business Administration
<input type="checkbox"/> Bachelor of Business (Management)	<input type="checkbox"/> Master of Business Administration
<input type="checkbox"/> Bachelor of Business (Marketing)	

CAMPUS TRANSFER DETAILS

New campus (please tick):

<input type="checkbox"/> Adelaide	<input type="checkbox"/> Brisbane	<input type="checkbox"/> Melbourne	<input type="checkbox"/> Sydney	<input type="checkbox"/> Online
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STUDENT DECLARATION

I have read and understood the relevant Kaplan Business School policies.
 I understand it is my responsibility to update my personal details at the new location.
 I understand the timetable at the new campus may be different from the timetable at my current campus.
International students (additional): I understand it is my responsibility to seek advice from the relevant government department or my agent about the possible impacts to my student visa.

Student signature	Date (dd/mm/yyyy)
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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	Brisbane	Melbourne	Sydney
Level 1, 68 Grenfell Street Adelaide SA 5000	Ground Floor, 369 Ann Street Brisbane QLD 4000	Level 4, 370 Docklands Drive Docklands, Melbourne VIC 3008	Level 8, 540 George Street Sydney NSW 2000
Tel: +61 (0)8 8215 4100 Email: adelaide@kbs.edu.au	Tel: +61 (0)7 3872 3800 Email: brisbane@kbs.edu.au	Tel: +61 (0)3 9626 4576 Email: melbourne@kbs.edu.au	Tel: +61 (0)2 8248 6758 Email: sydney@kbs.edu.au