

APPLICATION FOR COURSE EXTENSION

If you intend to seek approval for a course extension, please submit this completed form and supporting documentation to your Student Experience Team. Applications for a course extension must be made to Kaplan Business School as soon as it becomes clear that you cannot complete the course within the expected duration outlined in the Offer Letter and Confirmation of Enrolment (CoE) if relevant. Course extensions are granted at Kaplan Business School's discretion. Attendance and academic progress are taken in to consideration when assessing your eligibility. Generally, extensions are only granted for compassionate and compelling reasons or where an intervention strategy has been implemented. The tuition fee for the first trimester following a course extension must be paid in full, on or before subject enrolment. Please refer to the Academic Success Program for further information that's located on the Kaplan Business School website: kbs.edu.au.

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)	

REASON FOR COURSE EXTENSION

Number of subjects remaining to complete the course	Number of trimesters required for extension

CAMPUS DETAILS

I wish to continue my study at the same campus (please tick)					
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, please select the campus you wish to transfer to below.			
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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PACKAGED OFFERS (e.g. Diploma of Business to Bachelor of Business)

Are you on a packaged offer with Kaplan Business School and therefore require a deferral on your next course?

Yes No If yes, please complete the deferral information below

Course(s) to be deferred:

Undergraduate courses

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

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

I wish to commence my studies in (please tick):

Trimester 1 Trimester 2 Trimester 3

Year (yyyy)

Note: you will be required to sign a new Acceptance of Offer for the deferred course enrolment. Please note this will incur a AUD160 deferral fee. International student will receive a new CoE based on the revised start date.

STUDENT DECLARATION

I understand that the maximum amount of time granted for an extension is two additional trimesters, depending on the length of the course.
 I have read and understood the relevant Kaplan Business School policies.

International Students (additional):

I am aware that if a Confirmation of Enrolment (CoE) extension is granted by Kaplan Business School it does not guarantee the relevant government department will approve a visa extension.

I understand it is my responsibility to consult with the relevant government department in relation to my student visa.

I understand that Kaplan Business School does not take any responsibility for fees associated with a student visa extension.

Student signature

Date (dd/mm/yyyy)

OFFICE USE ONLY

Form received date (dd/mm/yyyy)	Received by	Decision outcome (please tick)	
		Approved	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

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 Adelaide SA 5000
 Tel: +61 (0)8 8215 4100
 Email: adelaide@kbs.edu.au

Brisbane

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