

# APPLICATION FOR CROSS INSTITUTIONAL STUDY

Please complete this form if you are a domestic or international student applying to study a subject or subjects at another institution. If another institution offers a subject which is not offered at Kaplan Business School you may be able to enrol and get credit towards your Kaplan Business School qualification. Please submit this completed form to your Student Experience Team. Please note applications may take up to 2-4 weeks to process.

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

## STUDENT DETAILS

Title Mr    Ms    Other (please specify):	Please tick as appropriate Male    Female    Unspecified
Family name	Given name(s)
Date of birth (dd/mm/yyyy)	Student ID
Telephone (home/mobile)	
Email	
Do you hold a student visa? Yes    No    N/A	

## CURRENT COURSE DETAILS

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

### 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

Which other provider do you wish to enrol with?

Have you ever been enrolled with this provider?                      Yes                      No

If yes, provide your student ID number:

## SUBJECT DETAILS

Enter the subject(s) you wish to study at the other provider below. Enter the equivalent Kaplan Business School subject(s) following your Academic Dean's advice.

Subject code and name	Subject value	Approved (Yes/No)
1.		
2.		
3.		
4.		

Approval is not granted routinely and is usually restricted to substantial grounds such as justifiable academic reasons, relocation for work commitments or compassionate reasons preventing you from attending class on-campus. Approval will not be granted if the subject is offered at Kaplan Business School. Please attach any additional supporting documentation for this application, including subject outlines from the host institution listed above.

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## AUTHORITY TO STUDY

Authorisation from other provider.

This student is authorised to study the subject(s)/course(s) listed above on the previous page.

Yes      No

Comments:

Staff member's name	Staff member's position
Staff member's signature	Date (dd/mm/yyyy)

## ACADEMIC DEAN DECLARATION

Kaplan Business School Academic Dean Declaration.

This student is authorised to enrol in the subject(s)/courses(s) listed above and upon successful completion will be eligible for credit at Kaplan Business School for the equivalent subject(s).

Academic Dean's (or nominee) name

Academic Dean (or nominee) signature

Date (dd/mm/yyyy)

## 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](mailto: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  
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### Sydney

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