

# APPLICATION FOR DEFERRAL & SUSPENSION OF STUDIES

## INFORMATION FOR STUDENTS

Please read the information below before completing the form.

1. Deferral and Suspension of Studies can only be approved on compassionate and compelling circumstances for a maximum of two consecutive trimesters. Extension beyond this time period is only granted in exceptional circumstances.
2. Applications for Deferral and Suspension of Studies must be submitted before the commencement of the trimester.
3. Students returning to study after an approved period of leave should contact the Student Experience Team to confirm their re-enrolment no later than two weeks before the commencement of the trimester.
4. New students may defer a course that has been offered only once and this is subject to approval. Tuition and other fees may change when and if a new offer is generated. The policy of Kaplan Business School is to allow deferment of a formal offer until the commencement of the following intake.

All approved Deferral or Suspension of Studies will incur a AUD160 fee.

### International students

Please note: Suspending or canceling your enrolment may affect your student visa. Kaplan Business School will notify the relevant government department(s).

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

## STUDENT DETAILS

Title		Please tick as appropriate			
Mr	Ms	Other (please specify):	Male	Female	Unspecified
Family name			Given name(s)		
Date of birth (dd/mm/yyyy)		Student ID			
Telephone (home/mobile)					
E-mail					
Full address					
Suburb			State		
Postcode			Country		

## ENROLMENT DETAILS

I am enrolled in 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

## DEFERRAL OR SUSPENSION OF STUDIES DETAILS

Reason for Deferral or Suspension of Studies (please tick):	Medical	Personal reasons	Other	
Please provide further details to support your reason for Deferral or Suspension of Studies:				
I wish to commence or return to my studies in (please tick):	Trimester 1	Trimester 2	Trimester 3	Year (yyyy)
Student signature	Date (dd/mm/yyyy)			

# APPLICATION FOR DEFERRAL & SUSPENSION OF STUDIES

## 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 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

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

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

### Adelaide

Level 1, 68 Grenfell Street  
Adelaide SA 5000  
Tel: +61 (0)8 8215 4100  
Email: [adelaide@kbs.edu.au](mailto:adelaide@kbs.edu.au)

### Brisbane

Ground Floor, 369 Ann Street  
Brisbane QLD 4000  
Tel: +61 (0)7 3872 3800  
Email: [brisbane@kbs.edu.au](mailto:brisbane@kbs.edu.au)

### Melbourne

Level 4, 370 Docklands Drive  
Docklands, Melbourne VIC 3008  
Tel: +61 (0)3 9626 4576  
Email: [melbourne@kbs.edu.au](mailto:melbourne@kbs.edu.au)

### Sydney

Level 8, 540 George Street  
Sydney NSW 2000  
Tel: +61 (0)2 8248 6758  
Email: [sydney@kbs.edu.au](mailto:sydney@kbs.edu.au)