

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)

International 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(s):

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ADD SUBJECT(S) TO ENROLMENT

International 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International students who withdraw from a subject after Week 2 will not be eligible for a refund and Withdrawn Fail (WF) subject result will apply. Domestic students who withdraw from a subject after the census date will not be eligible for a refund and WF result will apply. A result of Withdrawn Not Fail will apply for withdrawals between Week 2 and the census date.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 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 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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