

PERSONAL DATA FORM

Personal details

Title Mr Ms Other (please specify):	
Family name	
First name(s)	Male Female
Preferred name	Previous names (if applicable)
Date of birth (d/m/y)	Student ID
Telephone (home/mobile)	
E-mail	
Current residential address	
Suburb	
State	Postcode
Postal address (if same as current residential address please write 'as above')	
Suburb	
State	Postcode

Permanent residents and permanent humanitarian visa holders only

When were you granted permanent residency in Australia? (d/m/y)	
Did you complete year 12 in Australia?	If yes, what year?
Yes No	
Name of the suburb/town of your permanent home residence in year 12 (if relevant)	
Postcode of your permanent home residence in year 12 (if relevant)	

Program

Please select your program:

Undergraduate Diploma of Commerce Bachelor of Business	Postgraduate Graduate Certificate in Accounting Master of Professional Accounting Master of Accounting Master of Business Administration
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Emergency contact details in Australia

(this is for KBS's information only in case of an emergency)

Name and surname	
Residential address	
Suburb	
State	Postcode
Email	
Telephone (home/mobile)	
Relationship to student	

Overseas emergency contact details (international students only)

Name and surname	
Residential address	
City	
State/Province	Postcode
Country	
Email	
Telephone (home/mobile)	
Relationship to student	

Medical information (this is for KBS's information only)

Do you have a disability, impairment or long term medical condition, which may affect your studies? Yes No
If yes, please indicate the areas of impairment Hearing Learning Mobility Vision Medical Other (please specify):
If yes would you like to receive advice on support services, equipment & facilities that may assist you? Yes No
Do you take regular medication? Yes No
If yes, please specify:

Statistical data

Are you of Aboriginal or Torres Strait Islander origin? Yes No
If yes, please tick one of the boxes below Aboriginal Torres Strait Islander Aboriginal and Torres Strait Islander
Were you born in Australia? Yes No
If no, which country were you born?
What year did you first arrive in Australia? (if relevant)
Do you speak a language other than English at your permanent home residence? Yes No
If yes, please tick one of the boxes below Arabic Bengali Cantonese Greek Hindi Indonesian Italian Korean Mandarin Nepal Punjabi Spanish Vietnamese Urdu Other, please specify:
Current citizenship/residence status (please tick one box only) Australian Citizen New Zealand Citizen Permanent Humanitarian Visa holder Permanent resident status (excluding New Zealand citizenship) Temporary entry permit/visa Diplomat or dependent of a diplomat (except New Zealand) and reside in Australia during the semester Residing outside Australia during the semester and not an Australian citizen, New Zealand citizen or permanent resident of Australia
If temporary entry permit/visa, please specify type of visa:

IMPORTANT: This information is required by the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRT) for all students enrolled in higher education courses.

Student Visa and passport information

(international students only)

Passport number	
Visa grant number	Expiry date

Education history (please answer each question)

Have you completed or commenced a Postgraduate program? (PhD, Masters, other post-graduate program)		
Yes, completed	Yes, commenced but did not complete	No
If yes, name of University or College		Last year of enrolment

Have you completed or commenced a Bachelor Degree?		
Yes, completed	Yes, commenced but did not complete	No
If yes, name of University or College		Last year of enrolment

Have you completed or commenced an Advanced Diploma, Diploma or Associate Diploma at a College or University? (except TAFE – see question below)		
Yes, completed	Yes, commenced but did not complete	No
If yes, name of University or College		Last year of enrolment

Have you completed or commenced an Advanced Diploma, Diploma or Associate Diploma at TAFE?		
Yes, completed	Yes, commenced but did not complete	No
If yes, name of TAFE campus		Last year of enrolment

Have you completed or commenced final year of Secondary Education at a High School, Secondary School, TAFE or College?		
Yes, completed	Yes, commenced but did not complete	No
If yes, name of School, College or TAFE		Last year of enrolment
Student ID number		Tertiary Entrance Score

Have you completed or commenced another qualification or certificate?		
Yes, completed	Yes, commenced but did not complete	No
If yes, name of education provider		Last year of enrolment

Have you previously accessed FEE-HELP?	
Yes	No
If yes, please provide your CHESSN number (if known)	

Education level of your parents or guardians

These questions are about the highest level of education completed by your parents or guardians. The Australian Government Department of Industry, Innovation, Science, Research and Tertiary requires this information to be collected for statistical purposes. It will not be used by Kaplan Business School in the assessment of your application for admission. Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

Parent/Guardian 1	
Male	Female
What is the highest level of education completed?	
Postgraduate qualification (e.g. graduate diploma, masters degree, PhD)	
Bachelor degree	
Other post-school qualification (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)	
Completed Year 12 schooling*	
Completed Year 10 schooling*, continued at school, but didn't complete Year 12 schooling*	
Didn't complete Year 10 schooling*	
Unknown	

* or equivalent

Parent/Guardian 2	
Male	Female
What is the highest level of education completed?	
Postgraduate qualification (e.g. graduate diploma, masters degree, PhD)	
Bachelor degree	
Other post-school qualification (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)	
Completed Year 12 schooling*	
Completed Year 10 schooling*, continued at school, but didn't complete Year 12 schooling*	
Didn't complete Year 10 schooling*	
Unknown	

Reason for study

Not a commencing student	I wanted extra skills
To get a job	To get into another course of study
To develop my existing business	For personal interest or self-development
To start my own business	Other reasons
To get a better job or promotion	
It was a requirement of my job	

Declaration

I understand that:	
The information collected in this form is required by the Commonwealth Government for statistical purposes	
This information will be provided to the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) for these purposes only and will be stored securely by DIISRTE	
DIISRTE may disclose the information contained in this form to the Tax Office (students accessing FEE-HELP loans only)	
Kaplan Business School will store the information contained in this form securely and will not disclose this information to any other third party, other than those listed above, without my written consent (unless required by law)	
Signature	Date
Signature of parent/guardian (required if student is under 18 years old)	Date

Kaplan Business School campus admissions offices are located:

Adelaide
Level 1, 68 Grenfell Street,
Adelaide SA 5000
Tel: +61 (0)8 8215 4100
Email: info-adl@kbs.edu.au

Brisbane
252 St Pauls Terrace,
Spring Hill, Brisbane QLD 4000
Tel: +61 (0)7 3872 3800
Email: info-bris@kbs.edu.au

Melbourne
Level 4, 370 Docklands Drive,
Docklands, Melbourne VIC 3008
Tel: +61 (0)3 9626 4576
Email: info-mel@kbs.edu.au

Sydney
Level 8, 540 George Street,
Sydney NSW 2000
Tel: +61 (0)2 8248 6758
Email: info-syd@kbs.edu.au

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