

# REQUEST FOR OFFICIAL DOCUMENTS

Official documents may take up to 10 business days to be produced. Requested documents will not be issued if there are outstanding financial payments due to Kaplan Business School.

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

## STUDENT DETAILS

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)		Please tick as appropriate <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified	
Family name		Given name(s)	
Date of birth (dd/mm/yyyy)		Student ID	
Telephone (home/mobile)			
Email address			
Full address			
Suburb		State	
Postcode		Country	

## DOCUMENTS REQUIRED

Please select required documentation

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Official testamur and transcript (upon completion - no cost) | <input type="checkbox"/> Provisional letter of completion (no cost) | <input type="checkbox"/> Holiday break letter (no cost) |
| <input type="checkbox"/> Interim transcript (AUD21 for 1 copy)                        | <input type="checkbox"/> Letter of completion (no cost)             | <input type="checkbox"/> Financial statement (no cost)  |
| <input type="checkbox"/> Replacement official transcript (AUD21 for 1 copy)           | <input type="checkbox"/> Enrolment verification letter (no cost)    | <input type="checkbox"/> Proforma notice (no cost)      |

Testamurs may be replaced through an internal verification process for which you may need to provide supporting evidence and/or a statutory declaration.

## OPTIONS

Please select relevant option

- I will pick up the document(s) from campus.
- An authorised person will pick up the document(s) from campus on my behalf. (Documents will not be given to a third party unless they have a letter of authority – ID must be presented upon collection):  
 Authorised persons name: \_\_\_\_\_
- I would like the document(s) emailed to me (interim transcripts and letters only).
- I would like the document(s) posted to me. A fee of AUD40 applies for international postage. (Graduating students and Alumni only).

Student signature	Date (dd/mm/yyyy)
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## PAYMENT DETAILS

Note: Kaplan Business School does not accept cash payments above AUD25.

Please tick your preferred method of payment:

- |  |  |
|--|--|
| <input type="checkbox"/> Credit Card<br>(Payments can be made on campus, over the phone by contacting the campus or online via: <a href="http://www.kbs.edu.au/fee-payment-portal/">http://www.kbs.edu.au/fee-payment-portal/</a> )<br><br>Note: a 1.3% surcharge applies for all card transactions. | <input type="checkbox"/> Bank Transfer<br>Payment* to be made to:<br>Account name: <b>Kaplan Business School (Deposit)</b><br>Bank: <b>HSBC Bank Australia Limited</b> <b>Swift Code: HKBAU2S</b><br>Branch address: <b>28 Bridge Street, Sydney, NSW 2000</b><br>BSB: <b>342-011</b><br>Account number: <b>461498-163</b><br>*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. |
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## OFFICE USE ONLY

Received by	Form received date (dd/mm/yyyy)
Processed by	Processed date (dd/mm/yyyy)

# REQUEST FOR OFFICIAL DOCUMENTS

**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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