

SUBJECT ENROLMENT FORM

- This subject enrolment form is only to be completed when subject enrolment via KHUB is not possible.
- It is your responsibility to ensure all personal details are still current by logging in to KHUB.
- Submit the completed subject enrolment form, along with the fee payment, no later than the Friday prior to the trimester commencing (15 March 2019). Subject enrolment forms submitted without payment will not be accepted.
- International students must enrol in a full time study load due to student visa requirements.
- You must ensure pre-requisites are met before enrolling in a subject.
- You must review all Kaplan Business School policies and procedures including the Refund Policy at www.kbs.edu.au.

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

STUDENT DETAILS

Family name	Given name(s)
Date of birth (dd/mm/yyyy)	Student ID
Course	Specialisation/Stream

SUBJECT CHOICES

Subject code	Subject name	Price per subject
1. _____	1. _____	\$ _____
2. _____	2. _____	\$ _____
3. _____	3. _____	\$ _____
4. _____	4. _____	\$ _____
5. _____	5. _____	\$ _____
Grand Total		\$ _____

PAYMENT DETAILS

Note: Kaplan Business School does not accept cash payments above AUD25. Tuition fees must be finalised by the Friday prior to the trimester commencing (15 March 2019). Students with outstanding tuition fees after Friday 15 March will be charged a AUD260 late payment fee.

Non-payment of outstanding tuition fees within the required timeframe could result in the cancellation of your enrolment. For international students, this may result in you being reported to the Department of Home Affairs which may affect your student visa.

Please tick your preferred method of payment:

EFTPOS (payments must be made on campus)

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.

FEE-HELP

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 subject enrolment form. Please include your student number in the reference ID for bank transfer.

ENROLMENT CHECKLIST

I have checked the subject pre-requisites.

I have signed and dated the student declaration.

I have calculated all fees payable and completed payment details.

I have checked that I have not enrolled in a subject I have been granted a credit/ Recognition of Prior Learning for. I understand that if I enrol in a subject I have been granted a credit/Recognition of Prior Learning for I will lose that subject and it will not be replaced with another subject.

I understand it is a requirement at Kaplan Business School that I attend at least 70% of my classes in order to pass each subject.

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STUDENT DECLARATION

I hereby apply for enrolment with Kaplan Business School. I agree that if this application for enrolment is accepted by Kaplan Business School, I will be bound by the rules, regulations, by-laws, policies and procedures of Kaplan Business School as laid down from time to time, including any disciplinary procedures. Please refer to Kaplan Business School education policies outlined in the 'Student Policies' section at www.kbs.edu.au

I confirm that the information provided by me in this form is in all respects correct and complete to the best of my knowledge and belief, and I consent to it being used by Kaplan Business School. I acknowledge that Kaplan Business School reserves the right to refuse my application for enrolment. I acknowledge that if at any time my conduct in classes, online discussion forums, assessment or otherwise is considered by Kaplan Business School to be inappropriate, Kaplan Business School reserves the right in its discretion to refuse me permission to attend any Kaplan Business School events or sit for any Kaplan Business School assessment, or to impose any penalty set down in Kaplan Business School's disciplinary procedures, whether or not I withdraw from the course or any subject. I acknowledge that Kaplan Business School's determination in respect of examination and assessment results is final and will not be subject to discussion or negotiation except in accordance with Kaplan Business School's education policies.

Student signature

Date (dd/mm/yyyy)

OFFICE USE ONLY

To be completed by the SEO		To be completed by the SRO	
<input type="checkbox"/> Check enrolment eligibility		<input type="checkbox"/> Payment received/payment plan issued	
<input type="checkbox"/> Noted in Diary		<input type="checkbox"/> Entered in Edupoint/CELCAT	
SEO signature	Date (dd/mm/yyyy)	SRO signature	Date (dd/mm/yyyy)

Privacy: Kaplan Business School collects personal information about you for the purposes of enrolling you into your chosen education course(s) or program(s) of study. Your enrolment may not be accepted if you do not provide all of the information requested. We may also use your information to improve our products and services and offer you other products and services from our partners or suppliers which may be relevant to you. We may disclose personal information about you in accordance with our Privacy Policy (available at www.kbs.edu.au/current-students/student-policies/) 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 (privacy@kaplan.edu.au) for more information.

You may also access our **Statement of Tuition Assurance** which reflects the exemption arrangements in the event a course of study ceases to be provided.

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

Brisbane

Ground Floor, 369 Ann Street
Brisbane QLD 4000

Tel: +61 (0)7 3872 3800

Email: brisbane@kbs.edu.au

Melbourne

Level 4, 370 Docklands Drive
Docklands VIC 3008

Tel: +61 (0)3 9626 4576

Email: melbourne@kbs.edu.au

Sydney

Level 8, 540 George Street
Sydney NSW 2000

Tel: +61 (0)2 8248 6758

Email: sydney@kbs.edu.au