

REQUEST FOR OFFICIAL DOCUMENTS AND INFORMATION

Official documents may take up to 10 working 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	
Course Name		Course End Date	

DOCUMENTS REQUIRED

Please select required documentation

- | | |
|---|--|
| <input type="checkbox"/> Interim transcript (fee applies) | <input type="checkbox"/> Enrolment verification letter |
| <input type="checkbox"/> Completion letter (pre-conferral) | <input type="checkbox"/> Holiday break letter |
| <input type="checkbox"/> Completion letter (post-conferral) | <input type="checkbox"/> Financial statement |
| <input type="checkbox"/> Final testamur and transcript | <input type="checkbox"/> Proforma notice |
| <input type="checkbox"/> Replacement transcript (fee applies) | <input type="checkbox"/> Other: |

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

A list of current fees is available on the KBS website <https://www.kbs.edu.au/>

OPTIONS

Please select relevant option

- I will pick up the document(s) from campus.
- I would like the document(s) emailed to me (Interim transcripts and letters only).
- I would like the document(s) posted to me (Graduating students and alumni only).
- I authorise the document(s) to be collected from the campus on my behalf.
 Authorised person's name _____
 Relationship to student _____
 Note: Authorised person must present ID upon collection.
- I authorise a copy of the document(s) to be provided to a third party on my behalf. I have attached a copy of the third party's request.
 Third party name _____ Organisation _____
 Third party postal address _____ Third party email address _____
- I authorise Kaplan Business School to release the following information to the specified third party:
 Third party name _____ Organisation _____
 Third party postal address _____ Third party email address _____

A fee of AUD40 applies for international postage.

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:

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: **HKBAU2S**

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 by	Form received date (dd/mm/yy)
Payment processed by	Payment processed date (dd/mm/yy)
Documents processed by	Documents processed date (dd/mm/yy)

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

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, Melbourne 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