

**AGENT/REPRESENTATIVE INFORMATION**

Name	Company name
Address	
Telephone	Email

**STUDENT INFORMATION**

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	
First name(s)		Last name	
Preferred name		Previous names (if applicable)	
Mobile		Telephone	
E-mail			
Date of birth (dd/mm/yyyy)		Country of birth	Country of citizenship
Passport number		Expiry date	
Home country address			
Street address			Country
City/suburb		State/province	Postcode
At the time of application are you in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, please provide the following information:			
Australian address			
Street address			Country
City/suburb		State/province	Postcode
What is the name of your current education provider?		What is the name of the course you are currently enrolled in?	
Do you hold a current Australian Temporary entry permit or visa? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, please provide a copy along with the following details.			
Visa type		Visa expiry date (dd/mm/yyyy)	Visa grant number

\* Australian Government requires your current address. If it is not supplied, your application can not be processed.

### COURSE SELECTION

Planned completion

- Standard  Accelerated (Accelerated requires completion of 4 subjects per trimester)

#### Undergraduate

- Diploma of Business
- Bachelor of Business
- Bachelor of Business (Accounting)
- Bachelor of Business (Marketing)
- Bachelor of Business (Hospitality and Tourism Management)
- Bachelor of Business (Finance)
- Bachelor of Business (Management)
- Non-award study: Single subject
- Cross Institutional Study

#### Postgraduate

- Graduate Certificate in Accounting
- Master of Accounting
- Master of Professional Accounting
- Graduate Certificate in Business Administration
- Graduate Diploma of Business Administration
- Master of Business Administration
  - No specialisation
  - Specialisation: Entrepreneurship
  - Specialisation: International Leadership
  - Specialisation: Health Services Management
  - Specialisation: Digital Management
  - Specialisation: Project Management
- Non-award study: Single subject
- Cross Institutional Study

### COURSE INTAKE

Preferred intake

- March  July  November

Year of commencement

### CAMPUS LOCATION

- Adelaide  Brisbane  Melbourne  Sydney

### ENGLISH PROFICIENCY

Is English your first language?

- Yes  No

What is your first language?

What is the language spoken at home?

Have you studied at secondary level with English as the language of instruction?

- Yes  No

Do you have an English Language Score?

- Yes  No

Language exam

Band/score

Test date

Do you wish to apply for an English language course?

- Yes  No

You may be required to take an English Language program if you do not meet the necessary entry requirements. Your English Proficiency will determine the course duration. Please refer to the website for entry requirements and Language programs with Kaplan.

### PREVIOUS EDUCATION

Please provide details of all of your previous academic qualifications. Please list the highest level qualification first.

Name of institution	Location of institution (country/state)	Name of qualification/award/course (e.g. Bachelor of Business)	Years attended (e.g. 2014-2016)	Qualification/award/course completed (Yes/No)
1.				
2.				
3.				

## WORK EXPERIENCE

Name of employer/company	Location of employer/company (country/state)	Years employed (e.g. 2009 - 2013)	Name of position held
1.			
2.			
3.			

## HOW DID YOU HEAR ABOUT KAPLAN BUSINESS SCHOOL?

- Exhibition  
  Web  
  Agent  
  Family/Friend  
  Other

## REASON FOR STUDY

(Please tick the appropriate box)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> To get a job                    | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To get into another course of study       |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> It was a requirement of my job   | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To start my own business        | <input type="checkbox"/> I wanted extra skills            | <input type="checkbox"/> Other reasons                             |

## SUPPORTING DOCUMENTATION

Please provide certified copies of supporting documentation:

- Certified copies of your academic transcript(s) and certificate(s) (translated into English)  
 Evidence of English Language proficiency  
 Copy of your passport

## RECOGNITION OF PRIOR LEARNING

Do you wish to apply for recognition of prior learning?

- Yes  
  No

If yes, please download and complete an Application for Recognition of Prior Learning form available online at [www.kbs.edu.au/student-forms](http://www.kbs.edu.au/student-forms), attach your academic transcript, course syllabus and course details and submit with your application. Refer to the KBS Recognition of Prior Learning Policy.

## ADDITIONAL SERVICES

Would you like an airport transfer on arrival?

- Yes (If yes, please send flight details to your Kaplan representative)  
 No

Do you require accommodation assistance?

- Yes  
  No

Do you wish to purchase Overseas Student Health Cover (OSHC) through Kaplan Business School?

- Yes, single  
  Yes, couples  
  Yes, family  
  No

## DISABILITY ASSISTANCE

Do you have a disability which may affect your learning? e.g. vision, hearing, mobility, learning difficulties, medical or other conditions

- Yes  
  No

If Yes, please detail separately. Answering this question will not affect your application—the information you provide will assist us in assessing how we can best cater for your needs.

### KAPLAN PRIVACY NOTICE

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](http://www.kbs.edu.au)) 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](mailto:privacy@kaplan.edu.au)) for more information.

**Electronic communications**

In regard to promotional material, please indicate below.

- I do not want to receive communication in any format from Kaplan Business School sent on behalf of its sponsors, partners or suppliers, or
- I do not want to receive communication in any format from Kaplan Business School about its own publications, information and events.

### DECLARATION

- I have read, understood and agree to be bound by the terms and conditions of enrolment detailed in the 2018 enrolment information and policies available online at [www.kbs.edu.au](http://www.kbs.edu.au).
- I declare that the information I have submitted is a true and complete record of all academic results I have received at each and every university and institution, which I have attended.
- I declare that I have read the instructions on this application form and that, to the best of my knowledge, the information provided by me is true and complete in every way.
- I acknowledge that Kaplan Business School may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me.
- I give permission to Kaplan Business School to verify or obtain records from other educational institutions that I have attended.

Student signature	Date
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Please complete the section below if the student is under 18 years at the time of application.

Parent/guardian name	Email of parent/guardian
Signature of parent/guardian	Date

# Important Information

## HOW TO APPLY

- Complete the Application Form attached or apply online by visiting [www.kbs.edu.au](http://www.kbs.edu.au)
- Send the completed application form with certified\* copies of:
  - Passport
  - High School certificates and transcripts
  - English proficiency documents e.g. IELTS Test certificate or equivalent (if applicable)
  - Degree completion certificate + transcripts (if applicable)
  - Work experience details (if applicable)
- Kaplan Business School will notify students after receiving the application whether they have been accepted or not. If accepted, students will receive an Offer of Admission.
- To proceed with the enrolment, students will need to sign and return the Acceptance of Offer form and pay the fees as specified in the Offer of Admission. Payment can be made directly to Kaplan Business School.
- For international students an electronic Confirmation of Enrolment (eCoE) will then be issued and students can then proceed to apply for a student visa to come to Australia.

\* Please note that these documents must be certified by a Kaplan Business School representative or authorised education agent, a Public Notary or a Justice of the Peace in Australia.

## 2018 KEY DATES

	Trimester 1	Trimester 2	Trimester 3
Orientation	14 - 15 March 2018	11 - 12 July 2018	07 - 08 November 2018
Start of teaching date	19 March 2018	16 July 2018	12 November 2018
End of teaching date	09 June 2018	06 October 2018	09 February 2019
SWOT Vac	12 - 15 June 2018	08 - 12 October 2018	11 - 15 February 2019
Exams	16 - 23 June 2018	13 - 20 October 2018	16 - 23 February 2019

## Study Breaks and Holidays

- Any holidays or study breaks must be approved. International students must complete their studies within the duration specified on their Confirmation of Enrolment (CoE)
- Students wishing to take a trimester's leave from their studies may only do so over Trimester 3 (Summer) unless pre-approved
- The Student Experience Team are able to assist students with choosing a suitable study plan

## 2018 COURSE FEES

**Tuition Fees** – These prices are stated in Australian dollars

	Subjects	Subject fee (AUD)	Fee (AUD)
Diploma of Business	8	\$2,050	\$16,400
Bachelor of Business	24	\$2,050	\$49,200
Bachelor of Business (Accounting)	24	\$2,050	\$49,200
Bachelor of Business (Hospitality & Tourism Management)	24	\$2,050	\$49,200
Bachelor of Business (Marketing)	24	\$2,050	\$49,200
Bachelor of Business (Finance)	24	\$2,050	\$49,200
Bachelor of Business (Management)	24	\$2,050	\$49,200
Graduate Certificate in Accounting	4	\$2,495	\$9,980
Master of Accounting	16	\$2,495	\$39,920
Master of Professional Accounting	12	\$2,495	\$29,940
Graduate Certificate in Business Administration	4	\$3,450	\$13,800
Graduate Diploma of Business Administration	8	\$3,450	\$27,600
Master of Business Administration	12	\$3,450	\$41,400

Note: These course fees are for 2018 only and may be subject to change. Some additional services provided by Kaplan Business School may also attract fees. For more information visit [www.kbs.edu.au/internationalfees](http://www.kbs.edu.au/internationalfees)

Prices are correct at time of printing (November 2017) and are valid for courses starting in 2018. Kaplan has the right to change prices due to tax increases, governmental actions or other events beyond Kaplan's control. Course fees quoted are based on 2018 subject fees only and subject to change. All fees are stated in Australian Dollars. Fees may be subject to an annual increase each subsequent calendar year for the duration of the course. Fee increases are applied at the beginning of each calendar year.

## Additional Fees

	Fee (AUD)
Enrolment fee (compulsory, non-refundable)	\$285
Recognised Prior Learning Assessment (applies after enrolment is finalised)	\$260
Deferral Fee	\$160
Overseas Student Health Cover (OSHC)	See Allianz Global Assist Pricing
Accommodation Placement (optional)	\$260 (approx)
Airport Pickup (optional)	\$125 (approx)

## 1. GENERAL TERMS & CONDITIONS

These Terms and Conditions are applicable to all students studying at Kaplan Business School Pty Ltd ABN 86 098 181 947 CRICOS 02426B (KBS), a registered higher education provider on the Tertiary Education Quality and Standards Agency National Register of Higher Education Providers (PRV 12094).

1.1. Policies and procedures: All Kaplan Business School (KBS) students are subject to the policies and procedures that are published on our website ([www.kbs.edu.au/current-students/student-policies/](http://www.kbs.edu.au/current-students/student-policies/)), including those dealing with student misconduct, assessment, progression, enrolment deferral and cancellation, complaints and appeals, and refund. Students must review these policies and procedures, and ensure they understand and comply with the most up to date version of our policies and procedures.

1.2. Late arrivals, vacations and absences: All students are expected to attend class from the first day of their course. No refund is given for time missed due to arrivals after the published course commencement date, vacations, absences or public holidays. Such periods of absence will not be replaced by a free extension of any course. No refunds or substitutions will be made for classes missed due to exams, excursions, first day orientation or other obligations that fall outside the normal teaching schedule. Classes are not held, and many campus facilities are closed, on public holidays. All published course dates start on a Monday, but if the Monday is a public holiday, the course start will fall on the Tuesday. Students may not be able to commence their course if they fail to attend the first 2 weeks.

1.3. Campus facilities: Students are advised that campus facilities may not be available during study breaks. Details are available from the Student Experience Team.

1.4. Placement: KBS reserves the right to place a student into the most appropriate class, and to postpone subjects to the following study period where there is an insufficient number of students for that subject.

1.5. Course changes: KBS has the right to change course dates, in case curricula, lecturers and workshop facilitators at any time at its discretion. However, in cases where the course is rescheduled before the first class and the new date is unacceptable to the student, all unspent tuition fees will be refunded.

1.6. Tuition fees: The student agrees to pay the annual tuition fee and any additional charges in accordance with the fee schedule available on our website [www.kbs.edu.au](http://www.kbs.edu.au). Any refund is made in accordance with the KBS refund policy (available at [www.kbs.edu.au/current-students/student-policies/](http://www.kbs.edu.au/current-students/student-policies/)). Tuition fees include lessons, orientation, use of computer facilities and internet quota, placement and progress testing and a KBS certificate upon successful completion of the course. KBS reserves the right to withhold the granting of a certificate attained by a student if tuition fees or any other fees remain outstanding. All fees are published on our website [www.kbs.edu.au](http://www.kbs.edu.au).

1.7. Late payment: A fee of AUD 260 applies for unpaid accounts after the date the payment was due. KBS reserves the right to institute debt recovery action on any unpaid accounts, which may affect the student's credit record.

1.8. Books and learning materials: Students may be required to purchase textbooks, workbooks, stationery, software and other required learning materials at an additional cost. Details of any additional costs are in the relevant course or subject outline.

1.9. Additional services: Any additional services (such as travel, telephone costs, excursions, medical costs, special diet, non-KBS exams and enrolment amendments) are not included in any fees unless specifically stated on a valid invoice from KBS. Students wishing to arrange homestay accommodation and/or airport transfer can obtain further information from [www.kbs.edu.au](http://www.kbs.edu.au).

1.10. 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/](http://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](mailto:privacy@kaplan.edu.au)) for more information.

1.11. Medical costs: KBS is hereby authorised to seek medical treatment should KBS or a staff member acting on their behalf consider such action necessary for a student. The student agrees to indemnify KBS for any expense, loss, damage or liability whatsoever suffered or incurred as a result of authorising and arranging such emergency medical treatment.

## 2. DEFERRAL POLICY

2.1. A student may apply to defer their studies on the grounds of exceptional circumstances such as their own ill health or that of a very close relative. All applications for deferral from a course of study must be made in writing by completing the deferral form available from KBS. Students should refer to the Changes of Enrolment policy (available at [www.kbs.edu.au/current-students/student-policies/](http://www.kbs.edu.au/current-students/student-policies/)) for details of the circumstances in which their enrolment may be deferred, suspended or cancelled, before submitting their application. An administration fee of AUD 160 is required for processing a deferral application..

## 3. REFUND POLICY

3.1. KBS's refund policy is available at [www.kbs.edu.au/current-students/student-policies/](http://www.kbs.edu.au/current-students/student-policies/). All students must read the refund policy before accepting an offer of admission from KBS. Students requesting a refund are required to do so in accordance with the KBS refund policy. Approved refunds are paid in Australian dollars into the bank account nominated on the refund form.

## 4. INTERNATIONAL STUDENTS

4.1. Visa information: It is the responsibility of the student to arrange all applicable travel permits or visas and to have a valid passport for the whole period of study. The student may be asked to make payment for the first study period before any of their visa documentation is issued.

Confirmation of Enrolments (CoE) may not be issued by KBS until payment for the first study period has been received and the enrolment agreement has been signed and returned by the student. The information and can be found on our website [www.kbs.edu.au](http://www.kbs.edu.au).

4.2. Student visa obligations: Student visa holders are required to maintain compliance with all applicable visa conditions including providing KBS with a current residential address and telephone number at all times, maintaining satisfactory academic progress and attending a minimum of 70% of their course. Students that fail to commence their enrolled course or fail to meet the requirement for 70% attendance or satisfactory academic progress may be reported to the Department of Immigration and Border Protection (DIBP). Any school-aged dependents accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

4.3. Health insurance: Health insurance is compulsory for student visa holders and their accompanying family members. Students are required to provide proof of health insurance at the time of their enrolment. Students will not receive Confirmation of Enrolment until they have obtained satisfactory health insurance for the length of their visa. The Australian government requires all students on student visas to join the Overseas Student Health Cover (OSHC) scheme, a health insurance plan for overseas students in Australia. Students must ensure that payment is made for compulsory OSHC before their visa is issued and that the insurance provides adequate coverage for the duration of the student's visa.

4.4. Codes of practice: KBS abides by the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code) and the Educational Services for Overseas Students Act 2000 (Cth) (ESOS Act). Further information about the National Code can be obtained at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>.

4.5. Living expenses: Migration regulations in Australia require international students to show evidence that they can contribute to the cost of living and studying in Australia. Further information can be obtained at [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au) or [www.immi.gov.au](http://www.immi.gov.au).

## 5. CONSUMER PROTECTION

5.1. Agreement to these Terms and Conditions, and the availability of complaints and appeals processes, does not remove the right of a student to take action under Australia's consumer protection laws, or their right to pursue other legal remedies under Australian law.

5.2. Where applicable, students will be advised of any changes to these Terms and Conditions that may result from a directive of the governing body of KBS, or government legislation. Any dispute, claim or other matter arising will be subject to the laws of New South Wales.

## 6. DECLARATION

Upon submitting an application to KBS, and subsequently undertaking any study at KBS, the student (or their authorised representative, if the student is under 18 years of age at the time of application):

- 6.1. Declares that the information provided in their application form is true and complete in every detail.
- 6.2. Understands that giving false or incomplete information may lead to the refusal of their application or cancellation of their enrolment.
- 6.3. Has read and understood the published information in the KBS course information brochure and on the KBS website and has sufficient information about KBS to enrol.
- 6.4. Authorises KBS or its representatives to retain their photo image for identification purposes and consents to the use of any photographs or video footage taken of the student for promotional or marketing purposes, in print and/or online, at any time without further consent or notification. Any student who does not wish to participate should advise KBS at the time of the photographing or video shooting their wish not to participate.
- 6.5. Authorises KBS to provide any other educational institutions to which the student is seeking admission, any required relevant official records. The student also gives KBS permission to obtain official records from any educational institution the student has attended once their studies at KBS have finished.
- 6.6. For international students, the student understands that KBS will collect information during their enrolment in order to meet its obligations under the ESOS Act and the National Code, and to ensure the student complies with the conditions of their visa and the student's obligations under Australian immigration laws. The authority to collect information is contained in the ESOS Act, ESOS Regulations and the National Code. The international student authorises KBS to provide information including personal and contact details, course enrolment details, and the circumstances of any suspected breach of their student visa conditions to the Australian Government, the Tuition Protection Service (if relevant) and any other designated authorities. The student also understands that this information can be disclosed without their consent where KBS is authorised to or required to by law.
- 6.7. Understands that information collected during their enrolment will be handled in accordance with the Privacy Policy, and may be stored on a server controlled by a third party whether in Australia or otherwise ([www.kbs.edu.au/current-students/student-policies/](http://www.kbs.edu.au/current-students/student-policies/)).
- 6.8. Accepts liability for payment of all relevant fees identified in these Terms and Conditions, the KBS course information brochure and on the KBS website. The student also understands the circumstances in which refunds will not be applicable as set out in the KBS refund policy, and that fees may increase with written notification from KBS during the course. For international students, the student has also read the information provided in relation to living expenses and they understand that the cost of living in Australia may be higher than in their own country, and the student confirms that they can meet those costs.
- 6.9. Understands and agrees to abide by all KBS policies and procedures (available at [www.kbs.edu.au/current-students/student-policies/](http://www.kbs.edu.au/current-students/student-policies/)).
- 6.10. Agrees to notify KBS, in writing, of their contact details, including their current residential address, mobile number (if any), email address and who to contact in emergency situations. The student also agrees to notify KBS, in writing, of any change in those details within 7 days of the change.