

RG 146 EXAMINATION BOOKING FORM

FINANCIAL SERVICES FLEXI-STUDY

- All RG 146 Assessments are closed book exams
- Kaplan offers a maximum of three (3) exam attempts. One (1) full exam attempt and two (2) resit exam attempts, in a six (6) month time frame.

General information

- If your exam booking has not been confirmed at least one week prior to your exam date, please contact Kaplan Professional immediately on **1300 662 203** or by email **exambookings@kaplan.edu.au**.
- If booking your exam via facsimile, please keep your fax confirmation and exam booking form as a record. No fax receipts will be confirmed by phone. Exam bookings cannot be made by phone.
- Group exam bookings should be forwarded to Kaplan Professional on one booking form, together with an attachment if there are more than 4 candidates participating.
- Manuals are only permitted to be taken into the exam booking room if the exam is open book.

Exams held in Kaplan Professional offices

- Kaplan Professional office exam times are available from **www.kaplanprofessional.edu.au** under 'Study Information' or by calling Student Services on 1300 662 203.
- Exams held at Kaplan Professional (Sydney, Melbourne, Brisbane, Perth, Adelaide) offices require at least 5 working days notice.
- The examination room closes at the confirmed booking time. If you arrive after this time, Kaplan Professional may refuse entry and you may be subject to a re-booking fee. If you are running late, you must call Kaplan Professional.
- Online exams (with instant results) are available at no extra cost at Kaplan Sydney, Melbourne, Brisbane, Perth and Adelaide offices. Students must know their MyKaplan logon ID and password to access the exam. If you forget to bring your password you will need to sit a paper-based exam.

Exams held at External Venues

- External exams will only be held during business hours (9am–5pm, Monday–Friday) and therefore must commence and finish between these times.
- Exams at external venues will not be booked unless a minimum of 14 days notice is given in writing to Kaplan Professional.
- External exams will only be held at a business address or a public venue (ie. public library), not a residential address. The student will be liable to pay any costs for room hire associated with the exam.
- As it is your responsibility to organise the venue, please provide specific details about the exam address/location as well as any necessary directions to assist the supervisor in locating the venue. Ensure access to the building is available for visitors at the specified time.
- Where an online exam is booked at an external venue, it is the student's responsibility to ensure a suitable computer is available and that internet access is available at all times. Students must know their MyKaplan logon ID and password to access the exam. If you forget to bring your password you will need to sit a paper-based exam or re-schedule your exam. A fee will apply for rescheduling.

Costs

- Exams are charged at **\$255** per exam if taken at Kaplan or in a group situation (ie. 5 or more candidates). First sit exams taken externally and not in a group situation cost **\$335** per exam. Valid until 31 December 2009.
- All students are entitled to one amendment or reschedule to their booked exam per subject enrolment at no cost, providing Kaplan Professional is advised at least one business day prior to the scheduled exam date. Thereafter, all amendments/cancellations or failure to attend an exam/assessment as per nominated on exam/assessment booking form will incur a **\$50** fee if exam was booked at a Kaplan Professional office or with five or more participants. External exams will incur a **\$100** amendment/cancellation fee.
- Prior to booking a RG 146 resit examination, gap training material must be purchased for any modules that are declared "not yet competent". If gap training material is not purchased a resit exam cannot be booked. Gap Training material is charged at \$75 per subject.
- Resit exams are charged at **\$150** per exam if held at a venue other than Kaplan.
- Resit exams held at Kaplan, or exams with 5 or more candidates are charged at **\$100** per exam.
- Prices valid until 31 December 2009.

RG 146 EXAMINATION BOOKING FORM

FINANCIAL SERVICES FLEXI-STUDY

Upon payment please treat this form as a tax invoice – Kaplan Education Pty Ltd. ABN 54 089 002 371

I confirm that:

I have at least 5 years experience out of the last 8 years in the financial services industry to be eligible to undertake the RG 146 challenge test program.

Signature _____

Date _____

Exam Type: (please circle) **Online*** **Paper** If you specify neither online or paper you will be booked into online exam.

* Email address must be included for all online exams. It is also used to confirm exam bookings.

Exam Details

Exam Date	Exam Time
Person Booking Exam	Organisation
Contact Number	Email

Exam Venue

Kaplan Professional's Office: Sydney Melbourne Brisbane Perth Adelaide

External Exam Venue: Venue Name: _____

Venue Address: _____

Suburb _____ State _____ Postcode _____

Note: External exams are unable to be conducted at a residential address.

Notes

Contact at Venue _____ Contact No. at Venue _____

Candidates Details

Candidates Name	Kaplan Student Number	Knowledge Area	1st Sit/Modules to Resit

Assessment ID List

RG 146 Generic/Financial Planning	(GFP)	RG 146 Generic	(G)
RG 146 Risk	(RM)	RG 146 Financial Planning	(FP)
RG 146 Super	(SRP)	RG 146 Investment Planning	(IP1)*
RG 146 Managed Investments	(MI)	SMSF Challenge Test	(SMSF)

*(IP1) is the equivalent to Kaplan's Investment Planning 1 (DFS FP) subject.

Total Number of Candidates _____ Group Number (If Applicable) _____

Signature _____ Date _____

Note: No fax receipts will be confirmed by phone. Please check via My Kaplan/My Training 15 days prior to exam date requested for confirmation of booking.

Payment Details

Cheque (Please make cheque payable to Kaplan Education Pty Ltd) Cheque No. _____

Mastercard **Visa**

Card Number _____ Expiry Date ____/____/____ Total \$ _____

Cardholder's Name _____ Cardholder's Signature _____

Office Use Only

Supervisor:	Exam ref number:	Postage:
Telephone:	Database entry:	Papers sent:
Confirmation sent:	Paycorp reference:	

mail to GPO Box 9995, Sydney NSW 2001

fax to 1300 137 802

RG 146 GAP TRAINING ORDER FORM

FINANCIAL SERVICES FLEXI-STUDY

Upon payment please treat this form as a tax invoice – Kaplan Education Pty Ltd. ABN 54 089 002 371

Please complete this form and post or fax back to Kaplan Assessment Services.

Personal Details

Mr / Mrs / Ms / Miss (Please circle)

Kaplan Student Number: INT _____

First Name _____

Last Name _____

Address _____

Suburb _____

State _____

Postcode _____

Tel (w) _____

(h) _____

(m) _____

Fax _____

Email _____

Date of Birth _____

Prior to booking a RG 146 resit examination gap training material must be purchased for any modules that are declared as “not yet competent”. If gap training material is not purchased, a resit exam cannot be booked.

Generic/Financial Planning										
1	2	3	4	5	6	7	8	9	10	
Risk Management										
1	2	3	4	5	6	7	8	9	10	
Superannuation										
1	2	3	4	5	6	7	8	9	10	
Managed Investments										
1	2	3	4	5	6	7	8	9	10	
Generic										
1	2	3	4	5	6	7	8	9	10	
Financial Planning										
1	2	3	4	5	6	7	8	9	10	
Investment Planning 1										
1	2	3	4	5	6	7	8	9	10	
Self Managed Super Funds										
1	2	3	4	5	6	7	8	9	10	

Total Number of Modules Required: _____

@ \$75 each (GST Inclusive)* = \$ _____

Payment Details

Cheque (Please make cheque payable to Kaplan Education Pty Ltd)

Cheque No. _____

Mastercard

Visa

Card Number _____ Expiry Date ____ / ____ Total \$ _____

Cardholder's Name _____

Cardholder's Signature _____

* Prices valid until 31 December 2009.

Office Use Only

Telephone: _____	ROC number: _____	Exam reference number: _____	Papers sent: _____
Venue confirmed: _____	Completed by: _____	Database entry: _____	

mail to

GPO Box 9995, Sydney NSW 2001

fax to

1300 137 802

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