Diploma of Financial Services -Lending and Financial Markets Pathways
ENROLMENT FORM

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

PERSONAL INFORMATION AND CONTACT DETAILS (*please complete essential fields)

Personal ID: Title: (Dr/Mr/Mrs/Ms/Miss/Other) Preferred Name(s):

*First Name: Middle Name(s):

*Last Name(s): *Gender: ☐ Male ☐ Female

*Email: *Date of Birth:

Company Name:

Title/Position: Department:

I am a: ☐ New Student ☐ Continuing Student Please state when last enrolled – Trimester: Year:

☐ My details have not changed since the last time I enrolled.

ADDRESS

Please provide a preferred address for both mailing and study notes delivery. If you are using a business address, please include floor/level details as applicable.

Mailing This is my ☐ Home ☐ Business Street address / PO Box

Suburb: State: Postcode: Country:

NOTES DELIVERY

Study notes can be delivered to a PO Box (within Australia only) or street address. The dispatch of notes commences approximately four weeks prior to the start of trimester. You can expect study notes to be delivered within 10 days of enrolment (during the dispatch period). Please ensure that someone will be available to sign for your notes at your specified address below.

Delivery This is my ☐ Home ☐ Business – Street address / PO Box

Suburb: State: Postcode: Country:

CONTACT NUMBERS please tick preferred contact number

☐ Home: ( ) ☐ Work: ( )

☐ Mobile: ☐ Facsimile: ( )

SPECIAL NEEDS

Do you have any special needs that need to be taken into account to support your learning (e.g. language, literacy, access)? ☐ Yes ☐ No

If yes, please list:

What is your highest level of study?

CITIZENSHIP

Note: Institutions have a statutory obligation to provide statistical information on citizenship to the Department of Education, Science and Training (DEST).

If you reside in Australia, you must complete this declaration.

1 Are you an Australian citizen? ☐ No ☐ Yes If yes, go to the next section

2 Are you a New Zealand citizen? ☐ No ☐ Yes

3 Are you a permanent resident of Australia? ☐ No ☐ Yes

4 Are you a temporary resident of Australia? ☐ No ☐ Yes

If yes, what is your Australian visa class and type?* Any other visa?

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FEES

Subject Fee	$625
Assessment Only	$350

QUALIFICATION SELECTION AND STUDY PERIOD

Award Course Please indicate which course you wish to enrol in.

☐ Diploma of Financial Services – Lending pathway

☐ Diploma of Financial Services – Financial Markets pathway

Single Subject Choose this option if you are studying a single subject and do not wish to credit it towards an award course. ☐ Financial Training

Subject Selection If you intend to enrol by lecture, check your regional timetables for subject availability.

SUBJECT CHOICE		MODE OF STUDY	LECTURE DAY (NSW ONLY)	FEE PER SUBJECT
Subject Name	Code	Lecture, Distance Education	Lecture Day	Fee Per Subject
Example: Financial Analysis and Valuation	D511	DE		$625

Total $ ___ ___ ___ ___• ___ ___

RECOGNITION & EXEMPTIONS

Please refer to the Recognition & Exemptions section at **www.kaplanprofessional.edu.au** for further information.

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ENROLMENT FEES

	see fees in course outline or visit **www.kaplanprofessional.edu.au**	**Total subject fees $**
International students		
Postage (applicable per subject)	see fees in timetable or visit **www.kaplanprofessional.edu.au**	**Total $**

Grand AUD Total $ ___ ___ ___ ___. ___

PAYMENT

Fees must be paid at the time of enrolment. Please choose carefully and ensure that you have read the refund policy outlined at: **www.kaplanprofessional.edu.au**.

(Note: Fees are in Australian dollars. All fees are subject to change without notice. GST is included where applicable.)

PAYMENT TO KAPLAN (ABN 54 089 002 371)

☐ **Cheque** Please find my cheque made payable to **KAPLAN** attached. Cheque No ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

☐ **Credit card:** ◯ Mastercard ◯ Visa

Card Number ___ ___ ___ ___ / ___ ___ ___ ___ / ___ ___ ___ ___ /___ ___ ___ ___ Expiry Date ___ ___ /___ ___

Cardholder Name Cardholder Signature

COMPULSORY DECLARATION

Privacy Policy

Kaplan Professional and its subsidiaries (collectively referred to as “Kaplan”) appreciate that privacy is very important to you. Kaplan Professional has adopted a Privacy Policy that complies with the National Privacy Principles in the Privacy Act when dealing with personal information. Kaplan Professional recognises your right to expect that other people will treat your personal information as private. The Privacy Policy covers Kaplan’s treatment of personally identifiable information that we collect or hold. The detailed Kaplan Privacy Policy is published on our website: **www.kaplanprofessional.edu.au/About_Us/Privacy_Policy**.

Student Declaration

I hereby apply for enrolment with Kaplan Professional. I agree that if this application for enrolment or assessment is accepted by Kaplan Professional, I will be bound by the rules, regulations, by-laws, policies and procedures of Kaplan Professional as laid down from time to time, including any disciplinary procedures. Please refer to Kaplan Professional education policies outlined in the “Study Information” section at **www.kaplanprofessional.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 Professional. I acknowledge that Kaplan Professional reserves the right to refuse my application for enrolment or assessment. I acknowledge that if at any time my conduct in classes, online discussion forums, assessment or otherwise is considered by Kaplan Professional to be inappropriate, Kaplan Professional reserves the right in its discretion to refuse me permission to attend any Kaplan Professional events or sit for any Kaplan Professional assessment, or to impose any penalty set down in Kaplan Professional’s disciplinary procedures, whether or not I withdraw from the course or any subject. I acknowledge that Kaplan Professional’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 Professional’s education policies.

Signature: Date:

Refunds

Refer to the “Vocational Education Refund Policy”on the Kaplan Professional Website.

Please send the completed enrolment form and any supporting documentation via:

MAIL GPO Box 9995, Sydney NSW 2001

FAX 1300 137 802

PHONE 1300 660 203

EMAIL enrolments@kaplan.edu.au

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SURVEY FOR NEW STUDENTS

Your responses to the following questions will help us provide you with the best possible service. Please answer all questions.

Note: you are not required to complete this section if you are a continuing student.

1. How did you hear about Kaplan Professional? If advertisement or website, please specify ______________________

2. Why did you choose to study with Kaplan Professional?

☐ Strongly recommended by employer
☐ To better manage my personal finances
☐ To gain a better professional qualification
☐ Relevant to current role
☐ Reputation of Kaplan Professional
☐ To increase my understanding of financial markets
☐ Advice from my Human Resources department
☐ Price of the course
☐ Subject availability
☐ Study mode options
☐ As a key to enter the finance and investment industry
☐ Other

3. What industry are you in? (tick one category)

☐ Accountancy
☐ Banking (excluding Investment Banking)
☐ Consultancy
☐ Exchanges
☐ Financial Advising/Planning
☐ Financial Services Regulation
☐ Funds/Investment Management – Wholesale
☐ Government
☐ Information Technology
☐ Insurance
☐ Investment Banking
☐ Legal
☐ Media
☐ Mining/Resources
☐ Other Non-Banking Financial Institutions
☐ Property
☐ Retired
☐ Stockbroking
☐ Student
☐ Other (please specify)

4. Choose the industry segment that most closely relates to your work (tick one category)

☐ Banking – Retail/Commercial
☐ Capital/Money Markets – Wholesale
☐ Corporate Finance
☐ Funds management/Superannuation – Retail
☐ Funds management/Superannuation – Wholesale
☐ Mortgage Broking
☐ Regulators/Government
☐ Service Providers (e.g. law/accounting/IT/HR)
☐ Stockbroking
☐ Wealth Management

5. What is your primary job function? (tick one category)

☐ Academic/Lecturer
☐ Accountant
☐ Actuary
☐ Administrator
☐ Asset Consultant/Manager
☐ Auditor/Audit Manager
☐ Bank Manager
☐ Bank Officer/Teller
☐ Banking Advisor/Consultant
☐ Business Analyst
☐ Business Banking Manager
☐ Business Development Manager
☐ Chairman
☐ Chief Executive Officer/Managing Director
☐ Chief Finance Officer
☐ Chief Information Officer
☐ Chief Operations Officer
☐ Company Director
☐ Company Secretary
☐ Compliance Officer/Manager
☐ Corporate Lender/Finance Manager
☐ Corporate Treasurer/Treasury Manager
☐ Credit Analyst
☐ Credit Risk Manager
☐ Data Analyst
☐ Economist
☐ Equities Analyst/Strategist
☐ Equities Dealer
☐ Financial Planner/Adviser
☐ Fixed Income Analyst
☐ Fixed Interest Dealer
☐ Foreign Exchange Dealer
☐ Funds/Investment Manager
☐ Futures Dealer
☐ General Manager
☐ Human Resources Manager/Officer
☐ Insurance Manager/Analyst
☐ Investment Analyst
☐ Investment Banker
☐ Investor Relations Manager
☐ IT Manager/Consultant
☐ Journalist
☐ Lawyer/Solicitor/Barrister/General Counsel
☐ Lending Manager
☐ Marketing Director/Manager
☐ Mergers & Acquisitions/Takeovers Adviser
☐ Mobile Lender/Manager
☐ Money Market Dealer
☐ Mortgage Broker/Lender
☐ Operations Manager
☐ Para-planner
☐ Policy Researcher/Adviser
☐ Private Banker
☐ Private Client Adviser
☐ Private Equity Manager
☐ Programmer Analyst
☐ Project Manager/Officer
☐ Property Trust/Investment Manager
☐ Property Valuer
☐ Regulator
☐ Retail Banking Manager
☐ Retired
☐ Risk Manager/Analyst
☐ Settlements/Back Office Administrator
☐ Stockbroker
☐ Strategic Planner
☐ Systems Analyst
☐ Taxation Consultant/Manager
☐ Technical Analyst
☐ Trader
☐ Underwriter
☐ Valuer

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