

Automatic Exemption Application Form

If you are enrolling in a Kaplan subject you may be eligible for an automatic exemption based on your previous studies with an approved education provider.

The full list of approved automatic exemptions can be found in the Automatic Exemption List on the [‘Recognitions & Exemptions’](#) page of the Kaplan website.

To qualify for these exemptions you must provide a certified copy of your transcript, certificate or other credentials (e.g. ICAA, CPAA membership, evidence of successful completion of the CA program) to verify you have met the exemption requirements for the subject. These should be submitted with the completed Automatic Exemptions application form.

Fees

- Higher education subjects – No fee
- Vocational education subjects - \$55 per subject*

*There is no fee for:

1. Automatic Exemptions awarded into a Kaplan subject from a Finsia (or Securities Institute of Australia), Tribeca or other Kaplan subject; and
 - an exemption under Mutual Recognition with a Statement of Attainment from a Registered Training Organisation

Other Methods of Obtaining Exemptions

If a subject you have studied and successfully completed is not on the Automatic Exemption List you may obtain an exemption into a Kaplan subject via other approved methods.

- Vocational education subject exemptions may be achieved via Mutual Recognition or RPL.
- Higher education subject exemptions may be applied for by submitting a Higher Education Subject Exemption Application.

If you have a Statement of Attainment from a Registered Training Organisation you may qualify for an exemption under Mutual Recognition for which there is no fee (Vocational Education only). Please see the Mutual Recognition Kit and Application Form to determine if you qualify for this method of exemption.

If students are not able to apply via the above methods they may be able to achieve the subject via Assessment Only or a Challenge Test. (Please note these options are not available for all subjects.)

Other Documents Related to this Kit

1. Kaplan Recognition Policy
2. Automatic Exemption List
3. Assessment Only Kit
4. Mutual Recognition Kit and Application Form

All documents are available on the Kaplan website on the [‘Recognition & Exemptions’](#) page.

Approved Providers Listed for Automatic Exemptions

- AIFS
- AMP
- ASFA
- Asian Securities Analysts Federation (ASAF)
- Association of Chartered Certified Accountants (ACCA)
- AXA
- CFA Institute
- CPA Australia
- Deakin University in conjunction with the Financial Planning Association (FPA)
- Financial Planning Association (FPA) in conjunction with Deakin University
- Finsia Education (formerly Securities Institute of Australia (SIA))
- Global Accounting Alliance (GAA) member organisations
- Institute of Chartered Accountants (ICAA)
- The Institute of Chartered Accountants of New Zealand (NZICA)
- Investment Training College
- Macquarie University
- Para Planning Professionals
- RMIT
- TAFE
- Tribeca
- University of Newcastle

Rules for Automatic Exemptions

Maximum exemptions

Higher Education - you may obtain up to 50% of your subjects via exemptions into a Kaplan higher education course.

Vocational Education – you may obtain up to 100% of your subjects via exemptions, however Kaplan reserves the right to vary this at their discretion, or request that you complete a Kaplan assessment, or some other requirement.

Time Limits for Higher Education Exemptions

Any previous study referenced in an exemption application (except ICAA, CPA and GAA automatic exemptions) must have been completed no more than five (5) years prior to the date of your application.

Time Limits for Vocational Education Exemptions

Generally, any previous study referenced in an exemption application must have been completed no more than 5 years previous. If previous study is more than 5 years old students seeking advanced standing will have to apply through Recognition of Prior Learning.

ASIC Training Register

You may be eligible for an exemption into Kaplan's Diploma of Financial Services (Financial Planning) (DFS (FP)) if you have completed a course of study listed on the ASIC Training Register. To qualify, this course must cover the required Regulatory Guide 146 (RG146) knowledge areas. Please refer to the register at www.asic.gov.au for information on which knowledge areas are covered by Kaplan's DFS (FP). Please contact Kaplan's Vocational Education Assessment Services on (02) 9908 0200 for more information about exemptions related to RG146.

Checklist of What to Include in Your Application:

Please read the accompanying instructions on the following pages for each of these items.

- The completed Automatic Exemption application form at the end of this kit which includes:
 - personal details,
 - list of subject/s for which you are seeking an exemption,
 - declaration, and
 - payment details.

- Certificates and/or transcripts related to academic or vocational qualifications.

Application Form – Automatic Exemption

Personal details

Name: _____

(Dr/Mrs/Miss/Ms/Mr)

Student No: _____

Mailing Address: _____

State: _____ Postcode: _____

Country (if not Australia): _____

Phone: Business () _____ Mobile () _____

Home () _____ Fax () _____

Email _____

Course and/or Subject

Please indicate the course into which you are seeking an automatic exemption:

- Master of Applied Finance
- Graduate Diploma of Applied Finance
- Graduate Diploma of Finance Planning
- Graduate Certificate in Applied Finance
- FNS60404 Advanced Diploma of Financial Services (Financial Planning)
- FNS50804 Diploma of Financial Services (Financial Planning)
- FNS50107 Diploma of Financial Services

Please indicate the subject/s for which you are seeking an automatic exemption.

Subject/s Code	Name of subject/s

Documentation Submitted

Please list the document/s you are submitting as proof of completion of a subject for which you are claiming an automatic exemption. A person authorised to witness a statutory declaration must certify the documents.

Transcript/Certificate/Credential	Institution	From/To	Completed

Certificates and transcripts related to vocational qualifications must meet the following criteria:

- Previous study must have been completed within five years of the date of application
- Previous study has not been granted as an exemption or similar
- Certified copies must be provided ¹ ²

¹ Copies of documents such as certificates, transcripts and supporting letters must be certified as a true copy of the original by a Justice of the Peace or a Kaplan staff member to be considered in the application.

² Documents submitted will not be returned to the applicant, only certified copies of documents such as certificates and transcripts should be submitted.

Where to Send Your Application

- **Post:** Assessment Services
Kaplan Education
Level 4
45 Clarence Street
Sydney NSW 2000

Declaration

I have read the instructions provided on this document and supplied all information required for my application as outlined in these instructions.

I understand that if I have not submitted the required material, my application won't be processed and will be returned to me.

I acknowledge that the decision of Kaplan is final in awarding my exemption.

I agree to abide by Kaplan Professional Policies.

I have accurately and truthfully represented my own study and/or work experience in this application. The documentation I have submitted represents my own work and experience.

Signature: _____ Date: _____

Please ensure that your application is complete and that you have attached all supporting documentary evidence.

Payment Details

Kaplan Education Pty Ltd. ABN 54 089 002 371

Fees are applicable for Vocational Education exemption applications. Fees must be paid in Australian dollars at the time of lodging the application. The fee is **\$55 per Vocational Education subject** (except Automatic Exemptions awarded into a Kaplan subject from a Finsia/Securities Institute of Australia, Tribeca or other Kaplan subject) for automatic exemption applications. Please note there are no fees for Higher Education automatic exemption applications.

Payment by:

- Cheque (please make payable to Kaplan Education Pty Ltd) Cheque No. _____
- Mastercard
- Visa

Card Number _____ Expiry date _____ Total \$ _____

Cardholder Name: _____ Cardholder Signature: _____

Privacy

Kaplan Professional and its subsidiaries (collectively referred to as "Kaplan") appreciate that privacy is very important to you. Kaplan has adopted the following Privacy Policy because we recognise your right to expect that other people will treat your personal information as private. This Privacy Policy covers Kaplan's treatment of personally identifiable information that we collect or hold. Like many other organisations, Kaplan must comply with the National Privacy Principles in the Privacy Act when dealing with personal information. We recommend that you read Kaplan's Privacy Policy published on our website www.kaplanprofessional.edu.au.

Signature: _____ Date: _____

Kaplan Use Only

Results

Additional comments: _____

Approved Not approved

(Signature of Approving Authority) (Date)

Records

- Certified copy of certificate, transcript or other credential sighted
- Completion date has been checked and is within 5 years (Higher Education only)
- Automatic exemption application result entered into database
- Applicant notified
- Automatic exemption application and supporting documents filed