

# COURSE EXTENSION FORM

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

Upon enrolment, 4 deadlines are created.

- 1 Assignments** must be submitted **within 4 months** of your enrolment date (FPC 6 months).
- 2 Resubmitted assignments** (if required) must be submitted **within 5 months** of your enrolment date (FPC 8 months).
- 3 First exams** must be attempted **within 6 months** of your enrolment date.
- 4 Resit exams** (if required) must be attempted **within 8 months** of your enrolment date.

If you cannot meet the above deadlines, you can purchase an extension. This will extend each deadline by an additional two months. Please note you must lodge your request for an extension **before the applicable deadline**, otherwise course re-enrolment will be required. A limit of one extension per course per person applies.

## Personal Details

Mr / Mrs / Ms / Miss (please circle)

First Name	Last Name		
Job Title	Organisation		
Address			
Suburb	State	Postcode	
Tel (w)	(h)	(m)	Fax
Email			D.O.B.
Kaplan Student ID	Association Membership	Member No.	

Yes, please send me Kaplan Professional's quarterly e-newsletter and updates via email

I wish to pay for an extension for (insert name of course)

## Payment Details

I am paying  \$150\* for a 2 month extension (\*no GST payable, valid until 31 December 2008).

Cheque made payable to Kaplan Education Pty Ltd

Mastercard  Visa

Card Number:                 Expiry Date:   /   Total \$ \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Signature: \_\_\_\_\_

**Privacy** — We recommend that you read Kaplan Professional's Privacy Policy published on our website [www.kaplanprofessional.edu.au](http://www.kaplanprofessional.edu.au).

## Office Use Only

Date order received:	Invoice number:	
Date entered into database:	Invoice date:	R.O.C. No.:

mail to

GPO Box 9995, Brisbane QLD 4001

fax to

1300 360 834