Enrolment Form — New Student

SECTION 1 — COURSE SELECTION
Please select the course you wish to enrol in:

☐ Graduate Certificate in Applied Finance
☐ Graduate Diploma of Applied Finance
☐ Master of Applied Finance

☐ Graduate Certificate in Financial Planning
☐ Graduate Diploma of Financial Planning
☐ Master of Financial Planning

☐ Graduate Certificate in Corporate Finance
☐ Graduate Certificate in Mining Finance
☐ NZX Diploma
☐ Single subject only

# no FEE-HELP available

SECTION 2 — REQUIRED PERSONAL DETAILS

Title: Mr / Ms / Mrs / Miss / Dr / Other (please specify):

First name:

Last name(s):

Gender: ☐ Male ☐ Female

Personal ID:

Middle name(s):

Preferred name:

Date of birth:

Contact Details:

Work: (       ) Mobile:   Home: (       )

Email:

Permanent Residential Address (Compulsory):

Street address:

Suburb:   State:  Country:    Postcode:

Business Details:

Business name:

Title/Position:

Street address or PO Box:

Suburb:   State:  Country:    Postcode:

Primary Mailing Address:

☐ Residential or ☐ Business
Sections 3–5: This information is required by the Department of Education and is collected for statistical purposes. It will not be used by Kaplan Professional in the assessment of your application for admission.

SECTION 3 — STATISTICAL DATA

Are you of Aboriginal or Torres Strait Islander origin?  □ Yes  □ No
If yes, please tick one of the boxes below:
□ Aboriginal  □ Torres Strait Islander  □ Aboriginal and Torres Strait Islander

In what country were you born?
□ Australia  □ Overseas (Name of Country):

What year did you first arrive in Australia? _______________ (if applicable)

Do you speak a language other than English at your permanent home residence?  □ Yes  □ No
□ Italian  □ Greek  □ Cantonese  □ Mandarin  □ Vietnamese  □ Arabic
□ Other (please specify):

Current citizenship/residence status (please tick one box only)
□ Australian Citizen  □ New Zealand Citizen
□ Permanent Humanitarian Visa holder  □ Permanent resident status (excluding New Zealand citizenship)
□ Temporary entry permit/visa (please specify type of visa):
□ Diplomat or dependent of a diplomat (except New Zealand) and reside in Australia during the semester
□ Residing outside Australia during the semester and not an Australian citizen, New Zealand citizen or permanent resident of Australia

SECTION 4 — ENTRY REQUIREMENTS AND EVIDENCE

Method of Entry (please refer to our website for more details)
□ I have a relevant qualification*  □ I have an unrelated qualification and 2 years relevant industry experience^
□ I have applied for Non-Degree Entry^  □ I have applied for Headstart Entry^

* Please list your qualification(s) below and post a certified copy(s) or hand deliver the original(s).
^ Please attach the relevant application form(s) required.

Education History (please answer each question)
Have you completed or commenced any of the following qualifications:

(a) Postgraduate program (PhD, Masters, other post-graduate program)

University or College ____________________________
Qualification ____________________________

(b) Bachelor Degree

University or College ____________________________
Qualification ____________________________

(c) Advanced Diploma, Diploma or Associate Diploma at a College or University (except TAFE – see question below)

University or College ____________________________
Qualification ____________________________

(d) Advanced Diploma, Diploma or Associate Diploma at TAFE

TAFE campus ____________________________
Qualification ____________________________

(e) Other qualification or certificate

Education Provider ____________________________
Qualification ____________________________

Did you complete year 12 in Australia?  □ Yes  □ No
If yes what year? _______________

If yes, please provide the postcode of your permanent home residence in year 12: ____________________________

Please provide the name of the suburb or town of your permanent home residence in year 12: ____________________________
SECTION 5 — EDUCATION LEVEL OF YOUR PARENTS OR GUARDIANS

Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

**Parent/Guardian 1**

- [ ] Male  [ ] Female  [ ] No parent/guardian
- What is the highest level of education completed
  - [ ] Postgraduate qualification
    - (e.g. graduate diploma, masters degree, PhD)
  - [ ] Bachelor degree
  - [ ] Other post-school qualification
    - (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
  - [ ] Completed Year 12 schooling*
  - [ ] Completed Year 10 schooling*, continued at school, but didn’t complete Year 12 schooling*
  - [ ] Didn’t complete Year 10 schooling*
  - [ ] Don’t know

* or equivalent

**Parent/Guardian 2**

- [ ] Male  [ ] Female  [ ] No parent/guardian
- What is the highest level of education completed
  - [ ] Postgraduate qualification
    - (e.g. graduate diploma, masters degree, PhD)
  - [ ] Bachelor degree
  - [ ] Other post-school qualification
    - (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
  - [ ] Completed Year 12 schooling*
  - [ ] Completed Year 10 schooling*, continued at school, but didn’t complete Year 12 schooling*
  - [ ] Didn’t complete Year 10 schooling*
  - [ ] Don’t know

* or equivalent

SECTION 6 — DISABILITY SUPPORT SERVICES

Do you have a disability, impairment or long-term medical condition, which may affect your studies?  [ ] Yes  [ ] No

If yes, please indicate the area(s) of impairment:

- [ ] Hearing
- [ ] Learning
- [ ] Mobility
- [ ] Vision
- [ ] Medical
- [ ] Other

If yes, would you like to receive advice on support services, equipment & facilities that may assist you?  [ ] Yes  [ ] No

Please specify: ____________________________________________
SECTION 7 — SUBJECT SELECTION

Note:
• Please only list the subjects that you wish to be enrolled in for the upcoming study period.
• Kaplan reserves the right to alter subject content as market needs dictate, and to withdraw or postpone subjects.

<table>
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<th>SUBJECT CODE</th>
<th>SUBJECT NAME</th>
<th>TRIMESTER/STUDY PERIOD</th>
<th>SUBJECT FEE</th>
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ENROLMENT FEES GRAND TOTAL $AU

SECTION 8 — PAYMENT

All fees are in Australian dollars and are subject to change without notice. GST is included where applicable. Fees must be paid at the time of enrolment. For information on refunds and transfers, refer to the policies at www.kaplanprofessional.edu.au.

Are your subject fees
☐ Paid for by you
☐ Reimbursed by your employer on completion
☐ Paid by your employer.

If so, please provide Training Manager details:
Name:
Position/Title:
Ph No:

Payment Method
☐ FEE-HELP (only available to Australian citizen)

Do you wish to access FEE-HELP for your enrolment fees? ☐ Yes ☐ No

Have you previously accessed FEE-HELP at another College, University or Education Provider? ☐ Yes ☐ No

If yes, please provide your CHESSN number (if known):

Please visit http://studyassist.gov.au/sites/studyassist to determine your eligibility requirements for FEE-HELP.

☐ Cheque: Please find my cheque made payable to Kaplan Professional attached.

Cheque No _______ _______ _______ _______ _______ _______ _______ _______ _______ _______

☐ Credit card: ☐ Mastercard ☐ Visa ☐ AMEX (2.5% surcharge applies)

Cardholder Name

Card Number _______ _______ _______ _______ _______ _______ _______ CVV _______ _______ _______ Expiry Date _______ / _______

Total Amount $AU Cardholder Signature
SECTION 9 — STUDENT DECLARATION

Note: It is the student’s responsibility to:

- check pre-requisite assumed knowledge requirements
- check that you are not eligible for recognition and/or exemptions for the subject(s) you are enrolling in
- check for mutually exclusive subjects
- read ALL Kaplan policies
- read and ensure you have the minimum technology requirements
- I have attached supporting documentation (i.e. certified copy of qualification(s), entry kit).
- I have signed and dated the student declaration.
- I have calculated all fees payable and completed payment details.

Privacy

We recommend that you read Kaplan’s Privacy Policy published on our website.

FIN234 includes a simulation requiring students to work as teams of 2 to 4 students. By enrolling in this subject you give Kaplan permission to release your name and email contact details to students allocated to your team.

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

Signature:   Date:

Corporate Participant Declaration

Preferred client code: _______________________

I am enrolling into the above subject(s) as a participant of a postgraduate corporate group receiving preferred client pricing. As such, I acknowledge that Kaplan may provide my name and subject enrolment details (subject and study period, excluding subject results) to my employer in order to validate the enrolment. If the company does not confirm my employment with them at the time of enrolment, I will be required to pay the balance of the subject fees to the full fee amount.

Signature:   Date:
### 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? If advertisement or website, please specify**

2. **Why did you choose to study with Kaplan? (tick one category)**
   - Strongly recommended by employer
   - To better manage my personal finances
   - To gain a better professional qualification
   - Relevant to current role
   - Reputation of Kaplan
   - 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

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/Advisor
   - 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

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

**MAIL** Kaplan Professional
Admissions Department
GPO Box 9995, Sydney NSW 2001

**FAX** +612 9908 0250

**EMAIL** studentadvice@kaplan.edu.au

**APPLICATION ASSISTANCE:**
Contact your Student Adviser or call 1300 135 798 (+612 8248 7611).