

SECTION 3 – 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.

| SUBJECT CODE | SUBJECT NAME | STUDY PERIOD | SUBJECT FEE |
|--------------------------------|--------------|--------------|-------------|
| | | | |
| | | | |
| | | | |
| ENROLMENT FEES GRAND TOTAL \$A | | | |

SECTION 4 – 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 <http://www.kaplanprofessional.edu.au>.

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 payment: (We take your privacy seriously – Kaplan is unable to accept credit card details via email or in a word/pdf document format. If you wish to make a payment by credit card, you can enrol via one of the below options:

1. Enrol online via your student portal. Login or register if you are a new student <http://www.kaplanprofessional.edu.au/enrol/>.

2. Call one of our Student Advisers on **1300 135 798** to enrol over the phone.

Alternatively, please indicate how you would like to pay below. We will contact you once your invoice is ready to arrange payment over the phone or via your secure online student portal).

I wish to pay by MasterCard Visa AMEX (Additional 2.5% surcharge)

| | | | |
|---|---|---------------------------|--|
| <input type="checkbox"/> Pay online | Kaplan will email you a copy of your invoice once it is ready to pay online via your student portal. | | |
| <input type="checkbox"/> Pay over the phone | Kaplan will call once your invoice is ready to pay. If the person Kaplan needs to contact is not you, please provide their name and the best contact number to reach them below. | | |
| Contact name | | Contact number: | |
| Total payment | \$ _____ | | |
| <input type="checkbox"/> Invoice company | (only available to companies with an approved Kaplan Professional account. The invoice will be send to the address specified on the company account. To authorise this invoice request you must be an existing contact on your company account with Kaplan Professional Education. In the absence of an authorised signature, an email will be sent for approval of enrolment.) | | |
| Corporate Account name: | | Corporate Account number: | |
| Training Manager name: | | Training Manager number: | |
| Invoice to name: | | Invoice to number: | |

SECTION 5 – TERMS AND CONDITIONS

Your enrolment is subject to our terms and conditions, available on our website <<http://www.kaplanprofessional.edu.au/faqs/studentpolicies/>> or by contacting our student advice team on **1300 135 798**. By submitting your application for enrolment you will be agreeing to our terms and conditions, including our refund policy. If you have any questions about these terms please contact us.

Privacy

By submitting your application for enrolment, you consent to Kaplan Professional collecting your personal information (including your name, address, date of birth and other identifying information) for the purpose of administering your enrolment in your chosen course of study. Your enrolment may not be processed or continued if you do not provide all of the information requested. We may disclose personal information about you in accordance with our privacy policy, including to third parties seeking to verify the qualification(s) attained through your course(s) of study. Our privacy policy contains detailed information about how we handle your personal information, how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer (privacy@kaplan.edu.au) for more information.

Please visit our website for a copy of our privacy policy (available at <<http://www.kaplanprofessional.edu.au>>).

Signature: _____

Date: _____

Corporate Participant Declaration

Preferred client code: _____

I consent to Kaplan Professional providing my current enrolment status, (and study plan if applicable) to my current employer or financial services licensee (whichever is applicable) for the subject/s in which I am enrolling.

Yes No

Our Privacy Policy provides information about how you can access and correct the personal information we hold about you or make a privacy complaint. A copy of our Privacy Policy is available at <<http://www.kaplanprofessional.edu.au/privacy-policy>>.

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

MAIL

Kaplan Professional
Level 4, 45 Clarence Street, Sydney NSW 2000

EMAIL

studentadvice@kaplan.edu.au

APPLICATION ASSISTANCE:

Contact 1300 135 798 (+612 8248 7611)