

# Financial Services

## Study Options Form

### Section 1 — Personal Information

Kaplan student ID			
Title:		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Legal First name		Legal Surname	
Email		Date of birth	
Job title		Organisation	
Telephone	(W)	(H)	(M)
Are you an authorised representative/employee of an AFS licensee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of licensee			
Name of training manager		Email	
<b>Company name</b> <small>(must be provided if you select a business address as your delivery address)</small>			
<b>Residential address</b> <small>(This is a requirement for government reporting purposes, please do not enter a PO Box address)</small>		<b>Delivery address</b> <input type="checkbox"/> Business <input type="checkbox"/> Same as residential address <small>(must be the daytime delivery address that will be used for all correspondence)</small>	
Building/Property name		Building/Property name	
Flat/Unit number		Flat/Unit number	
Street number		Street number	
Street name		Street name	
Suburb/Town		Suburb/Town	
State		State	
Postcode		Postcode	
Country		Country	
Do you have any special needs that need to be taken into account to support your learning (e.g. language, literacy, access)?			Please specify below: Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section 2 — Unique Student Identifier (USI)\* - Your USI must be provided at the time of enrolment**

From 1 January 2015, Kaplan can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

**Your USI must be provided at the time of enrolment.**

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faws/i-have-forgotten-my-usi/>.

**Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.**

Unique Student Identifier (USI) (if you have one already)		
<b>Section 3:</b>		
	<b>Please specify subject(s)/course</b>	<b>Tick as required</b>
*Subject re-enrolment		<input type="checkbox"/> \$315**
*Tier 1 re-enrolment		<input type="checkbox"/> Half the original price***
Formal subject extension (4 weeks)		<input type="checkbox"/> \$105
Formal subject extension (8 weeks)		<input type="checkbox"/> \$210
Request for enrolment verification		<input type="checkbox"/> \$55
Subject activation deferral		<input type="checkbox"/> \$55
Replacement: <input type="checkbox"/> Statement of Attainment (Digital) <input type="checkbox"/> Statement of Attainment (Hardcopy) <input type="checkbox"/> Certificate of Completion (Digital) <input type="checkbox"/> Qualification/Academic Record (Digital) <input type="checkbox"/> Qualification/Academic Record (Hardcopy) <input type="checkbox"/> Other	Please specify date completed: <input type="text"/> Please specify which subject(s) /course below: <input type="text"/>	<input type="checkbox"/> \$55 (for up to three documents)
Other (description required)		<input type="checkbox"/> \$
<b>Total</b>		<b>\$</b>
<p>*The discounted subject re-enrolment fee is only valid for 12 months from the original subject's activation date. If a subsequent re-enrolment is required, the full subject fee will apply.</p> <p>**No further corporate discount will be applied.</p> <p>***Tier 1 re-enrolment, refer to the original price <a href="#">here</a>.</p>		

**Section 4 — Additional Information (AVETMISS) – only required for re-enrolments**

The National Centre for Vocational Education Research (NCVER) is a professional and independent body responsible for collecting, managing, analysing, evaluating and communicating research and statistics about vocational education and training (VET) nationally. The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) provides a national framework for the consistent collection and dissemination of VET information throughout Australia. As Kaplan Professional is a registered training organisation, it is a requirement that enrolment data we collect from our customers, both new and existing be AVETMISS compliant. We encourage you to answer the questions below, however it is not compulsory.

**Language and cultural diversity**

In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (Please specify):	
Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> English only <input type="checkbox"/> Yes/other (Please specify):	
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)	<input type="checkbox"/> No	<input type="checkbox"/> Yes (Torres Strait Islander) <input type="checkbox"/> Yes (Aboriginal)

**Disability**

Do you consider yourself to have a disability, impairment or long-term health condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area)	<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness	<input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other

**Schooling**

What is your highest <b>completed</b> school level? (Please tick one box only)	<input type="checkbox"/> Never attended school <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent
Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Previous qualification achieved**

Have you <b>successfully</b> completed any of the qualifications listed? <input type="checkbox"/> Yes <input type="checkbox"/> No (If <b>Yes</b> , then tick the appropriate boxes)	<input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Certificate IV (or advanced certificate/technician) <input type="checkbox"/> Diploma (or associate diploma) <input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Bachelor degree or higher <input type="checkbox"/> Other education (including certificates of overseas qualifications not listed above)
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**Employment**

Of the following categories, which **best** describes your current employment status (please tick **one** only):

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

Full-time employee  
 Part-time employee  
 Self-employed (not employing others)  
 Self-employed (employing others)  
 Employed (unpaid work in a family business)  
 Unemployed — seeking full-time work  
 Unemployed — seeking part-time work  
 Not employed — not seeking employment

**Study reason**

Of the following categories, select the one which **best** describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick **one** box only):

To get a job  
 To get skills for community/voluntary work  
 To develop my existing business  
 To start my own business  
 To try for a different career  
 To get a better job or a promotion  
 It was a requirement of my job  
 I wanted extra skills for my job  
 To get into another course of study  
 For personal interest or self-development  
 Other reasons

## Section 5 — Payment Details

### Payment options

#### 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:

- Enrol online via your student portal. Login or register if you are a new student <<http://www.kaplanprofessional.edu.au/enrol/>>.
- Call one of our Student Services representatives on [1300 662 203](tel:1300662203) 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 no.	
<input type="checkbox"/> <b>Invoice company</b> (Only available to companies with an approved Kaplan Professional account. The invoice will be sent 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 no.	
Training manager name		Training manager no.	
Invoice to name		Invoice to no.	

#### Details for receipt (Please complete this section if payment is made by a third party)

Title:			
First name		Last name	
Job title			
Email			
Telephone	(W)	(H)	(M)
Company name			
Number and street name			
Suburb		State	Postcode

## Privacy Notice and Student Declaration

**Prices are valid until 31 December 2024** and GST exempt (except ALPA, TASACL, TASACC, KUDOS, ISMSF, all Corporate Short Courses, Agile Compliance Training, China Ready, which includes GST). Kaplan Professional Education reserves the right to review its pricing.

Your enrolment is subject to the terms and conditions available on our website <<http://www.kaplanprofessional.edu.au/faqs/studentpolicies/>>.

If you do not have access to our website, please contact our student services team on 1300 662 203 and we will send a copy of the terms and conditions to you. Your signature below constitutes that you have read and accept the enrolment terms and conditions, including our refund policy. It is also confirmation that all details provided at the time of enrolment are true and accurate and you agree to notify Kaplan Professional if any details on this enrolment form change.

Kaplan Professional collects 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(s) or program(s) 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 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>>.

If you input a PC Code Kaplan Professional may disclose your results and other course related student personal information to the organisation associated with the PC Code being applied.

### **Privacy Notice regarding NCVER, DESE and other bodies**

#### **Why we collect your personal information**

As a registered training organisation (RTO), Kaplan Professional collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

If we do not collect personal information about you, we may be unable to provide you with the services you have asked us to provide (e.g. we may not be able to enrol you as a student.)

#### **How we use your personal information**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

#### **How we disclose your personal information**

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

Further details about how we disclose your personal information is outlined in Kaplan's Australian Privacy Policy (accessible via the link at the end of this Privacy Notice).

#### **How the NCVER and other bodies handle your personal information**

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact Kaplan Professional using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil

specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

If you cannot access the links above, please contact Kaplan Professional and request assistance.

Other state or territory authorities may also handle your personal information. Please see Kaplan's Australian Privacy Policy (accessible via the link at the end of this Privacy Notice) for further details.

### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Contact information

At any time, you may contact Kaplan Professional to:

- request access to your personal information;
- correct your personal information;
- make a complaint about how your personal information has been handled; or
- ask a question about this Privacy Notice.

The contact details for Kaplan Professional are as follows:

Kaplan Privacy Officer	Telephone: + 61 2 9908 0230
Kaplan Professional	Online: <a href="https://www.kaplanprofessional.edu.au/">https://www.kaplanprofessional.edu.au/</a>
Level 12, 45 Clarence Street	Email: <a href="mailto:privacy@kaplan.edu.au">privacy@kaplan.edu.au</a>
Sydney NSW 2000	

Kaplan's Australian Privacy Policy is accessible here: <https://www.kaplan.edu.au/privacy-policy/>

### **Student Declaration and Consent**

Your signature below constitutes that the information provided to the best of your knowledge is true and correct, and that you consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student name		Student signature		Date	
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**Email to** [enrolments@kaplan.edu.au](mailto:enrolments@kaplan.edu.au)