

1. Personal information				
Kaplan student ID (if applicable):				
Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other		Gender:		
First name:		Last name:		
Email:			Date of birth:	
Telephone:	(w)	(h)	(m)	
Permanent Residential Address (Compulsory)				
Building/Property name:				
Apartment/Unit number:				
Street number:				
Street name:				
Suburb:				
State:				
Postcode:				
Country:				
Business Details				
Business Name:		Title/Position:		
Apartment/Unit number:				
Street number:				
Street name:				
Suburb:				
State:				
Postcode:				
Country:				
Primary Mailing Address:	Same as Residential Address	☐ Yes	Same as Business Address	☐ Yes
Building/Property name:				
Apartment/Unit number:				
PO Box number:				
Street number:				
Street name:				
Suburb:				
State:				
Postcode:				
Country:				

2. Course Selection: Please select the course you wish to enrol in:

☐ Graduate Certificate in Applied Finance	☐ Graduate Certificate in Corporate Finance
☐ Graduate Diploma of Applied Finance	☐ NZX Adviser Course
☐ Master of Applied Finance	
☐ Graduate Certificate in Financial Planning	
☐ Graduate Diploma of Financial Planning	
☐ Master of Financial Planning	
☐ Diploma of Financial Services	
☐ Graduate Certificate in Financial Services	☐ Single subject only (non-award)# • FPC001B Economic and Legal Context for Financial Planning • FPC002B Ethics and Professionalism in Financial Advice • FPC007B Client Engagement Skills
☐ Graduate Diploma of Financial Services	<i>#not eligible for FEE-HELP</i>
☐ Master of Financial Services	

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

** Students who register for SMSF Regulations and Taxation FPE020 elective please make sure you read and tick the box under Section 6 Terms and Conditions.

Subject Code	Subject Name	Study Period	Subject Fee
ENROLMENT FEES TOTAL			

4. Unique Student Identifier (USI)* - Your USI must be provided at the time of enrolment

A USI is a reference number that creates a secure online record of your Australian recognised training and qualifications. This online record will provide you access to your training records and transcripts.

To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/students/find-your-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)	
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5. 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 <https://www.kaplanprofessional.edu.au/>

Payment Method

☐ FEE-HELP Loan

Please visit <https://www.studyassist.gov.au/> to determine your eligibility requirements for a FEE-HELP loan

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

Are you eligible 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): _____

☐ **Credit Card Payment:** (We take your privacy seriously. Kaplan is unable to accept credit cards details via email or in a word/pdf document format. If you wish to make a payment via 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: <https://www.kaplanprofessional.edu.au/enrol/>
2. Call one of Student Advisers on 1300 135 798 to enrol over the phone.

Alternatively, please indicate how you would 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

☐ Pay online	Kaplan will email you a copy of your invoice once it is ready to pay online via your student portal		
☐ Pay over the phone	Kaplan will call you 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			
☐ Invoice Company	Only available to companies with an approved Kaplan Professional account. The invoice will be sent to the address specified on the company account. To authorize this invoice request you must be an existing contact on your company account with Kaplan Professional Education. In the absence of an authorized 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:	

6. Terms and Conditions

Your enrolment is subject to our terms and conditions, available on our website: [Terms and Conditions](#) or by contacting our student advice team on 1300 135 798. By submitting your application for your enrolment, you will be agreeing to all of our terms and conditions, including our refund policy. If you have any questions about these terms, please contact us.

If your application for enrolment is successful, you will be sent an offer of enrolment and your tuition fee invoice. Your offer of enrolment will detail the terms of your offer, which must be accepted prior to your payment to Kaplan Professional being processed.

Privacy Notice

By submitting your application for your 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 if you do not provide all 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 how to 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 www.kaplanprofessional.edu.au).

Students who register for SMSF Regulations and Taxation FPE020 elective, are eligible for a period of complimentary membership with the SMSF Association. For more information, please visit <https://www.smsfassociation.com/kaplan-professional-complimentary-associate-membership>

☐ By ticking this box, you consent to Kaplan Professional sharing your personal information, including your full name, contact telephone number and email address, with the SMSF Association so that they may contact you in relation to membership and designation benefits. On successful completion of FPE020, your pass result will be confirmed with the SMSF Association to facilitate an upgrade to become an SMSF Association Specialist Member (<https://www.smsfassociation.com/membership/specialist-membership>).

For further details of the SMSF Association Privacy Policy and how they may use personal information, please visit <https://www.smsfassociation.com/privacy-policy>

Student Name:			
Student Signature:		Date:	

7. Corporate Participant Declaration

Preferred Client Code: _____

Promo Code: _____

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.

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: www.kaplanprofessional.edu.au

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

Mail

Kaplan Professional

Level 12, 45 Clarence Street, Sydney NSW 2000

Email

courseadvice@kaplan.edu.au