

Soft Copy Notes Request Form

Soft copy notes are only available for Master of Applied Finance, Graduate Diploma of Applied Finance, Graduate Certificate in Applied Finance and Graduate Diploma of Financial Planning.

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

PERSONAL DETAILS

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

First Name(s): _____ Last Name: _____

Delivery Address: Home Business

Street Address/PO Box: _____

Suburb: _____ State: _____ Postcode: _____

Email: _____

Phone: (H) _____ (W) _____ (M) _____

SUBJECT INFORMATION

Subject Number: _____ Subject Name: _____ Trimester/Study period: _____ Year: _____

Subject Number: _____ Subject Name: _____ Trimester/Study period: _____ Year: _____

Subject Number: _____ Subject Name: _____ Trimester/Study period: _____ Year: _____

STUDENT DECLARATION

I understand that I can only request notes for subjects that I have previously completed and that these notes will be the version that I completed and they will be provided in soft copy via USB.

Signature: _____ Date: _____

PAYMENT DETAILS

Payment is due on application. All fees are subject to change without notice. GST is included where applicable.

Soft Copy Notes Fee		Total \$
Purchase of subject notes no.	Subject notes fee per subject \$A50	

Cheque: Please make cheque payable to **Kaplan Professional**. 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, 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	\$ _____		

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

Return this form to the Kaplan office via:

MAIL

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

EMAIL

studentadvice@kaplan.edu.au

APPLICATION ASSISTANCE

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