

Headstart Entry Form

Students wishing to gain entry into postgraduate qualification must meet one of the entry requirements as detailed in the Study Information section of the Kaplan Professional website www.kaplanprofessional.edu.au.

Kaplan Professional will also consider applications where the person does not hold such qualifications.

The Headstart Program allows the following students to enrol in up to two subjects in the Graduate Diploma/Graduate Certificate qualification:

- University students in their final semester of study of a related degree.
- Kaplan students completing a final subject of an open-entry Diploma or Advanced Diploma who have two years of related industry experience.

HOW DO I APPLY FOR HEADSTART ENTRY TO A POSTGRADUATE COURSE?

To apply for Headstart Entry, you will need to complete the Headstart Entry form (see next page) and return together with supporting documentation outlined below:

1. Students undertaking their final semester of a related degree should provide academic transcripts reflecting that they are in the final semester and/or a letter from the University confirming that you are enrolled in your final subjects.
2. Kaplan students completing their final subject must provide a supporting statement — this statement provides evidence to support your application and should include details such as duties of your current job, your reasons for application and any additional information that might support your application.
3. A letter from your employer to support the evidence presented in your application. Self-employed may submit a statutory declaration in place of the employment letter.

WHAT HAPPENS AFTER A DECISION HAS BEEN MADE ON MY APPLICATION?

A Student Adviser will notify you of the outcome of your application and suggest the best study pathway or next subject or module in which to enrol.

The assessment of your Headstart Entry application can take up to two weeks. If, at any time, you are unsure about Headstart Entry or the application process, please contact Student Services at 1300 135 798.

Headstart Entry Form

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

PERSONAL DETAILS

Title: Dr /Mr /Mrs /Ms /Miss /Other: _____ Personal ID: _____
First Name(s): _____ Last Name: _____
Email: _____
Phone: (H) _____ (W) _____ (M) _____

CURRENT COURSE INFORMATION

As the attached Transcript reflects, I am currently in the final semester of the following course:
Course Name: _____
University: _____
Expected date of completion: _____

OR

I am completing the final subject of the following Kaplan Diploma/Advance Diploma course and have attached the required supporting document plus letter from employer.
Course Name: _____

I wish to enrol into the following Kaplan postgraduate subjects on a provisional basis:
Subject Name: _____
Subject Name: _____

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

STUDENT DECLARATION

I declare the above to be true and correct information, on the basis of which I apply to be provisionally enrolled into Kaplan’s postgraduate program until I have completed my university degree and provided an official transcript to that effect.

Signature: _____ Date: _____

Please ensure that your application is complete and that you have included all supporting documentary evidence.

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).