

Enrolment Form – New Student

SECTION 1 – COURSE SELECTION

Please select the course you wish to enrol in:

- Graduate Certificate in Applied Finance
- Graduate Diploma of Applied Finance
- Master of Applied Finance

- Graduate Certificate in Financial Planning
- Graduate Diploma of Financial Planning
- Master of Financial Planning

- Graduate Certificate in Corporate Finance
 - Graduate Certificate in Mining Finance
 - Graduate Certificate in Self Managed Superannuation Funds
 - NZX Diploma[#]
 - Single subject only[#]
- [#] no FEE-HELP available

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

SECTION 2 – REQUIRED PERSONAL DETAILS

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

Student ID: _____

First name: _____

Middle name(s): _____

Last name(s): _____

Preferred name: _____

Gender: Male Female

Date of birth: _____

Contact Details:

Work: ()

Mobile: _____

Home: ()

Email: _____

Permanent Residential Address (Compulsory):

Street address: _____

Suburb: _____

State: _____

Country: _____

Postcode: _____

Business Details:

Business name: _____

Title/Position: _____

Street address or PO Box: _____

Suburb: _____

State: _____

Country: _____

Postcode: _____

Primary Mailing Address:

Residential or Business

Sections 3–5: This information is required by the Department of Education and is collected for statistical purposes. It will not be used by Kaplan Professional in the assessment of your application for admission.

SECTION 3 – STATISTICAL DATA

Are you of Aboriginal or Torres Strait Islander origin? Yes No

If yes, please tick one of the boxes below:

Aboriginal Torres Strait Islander Aboriginal and Torres Strait Islander

In what country were you born?

Australia Overseas (Name of Country): _____

What **year** did you first arrive in Australia? _____ (if applicable)

Do you speak a language other than English at your **permanent home residence**? Yes No

Italian Greek Cantonese Mandarin Vietnamese Arabic

Other (please specify): _____

Current citizenship/residence status (please tick one box only)

- Australian Citizen
 New Zealand Citizen
 Permanent Humanitarian Visa holder
 Permanent resident status (excluding New Zealand citizenship)
 Temporary entry permit/visa (please specify type of visa): _____
 Diplomat or dependent of a diplomat (except New Zealand) and reside in Australia during the semester
 Residing outside Australia during the semester and not an Australian citizen, New Zealand citizen or permanent resident of Australia

SECTION 4 – ENTRY REQUIREMENTS AND EVIDENCE

Method of Entry (please refer to our website for more details)

- I have a relevant qualification* I have an unrelated qualification and 2 years relevant industry experience^
 I have applied for Non-Degree Entry^ I have applied for Headstart Entry^

* Please list your qualification(s) below and post a certified copy(s) or hand deliver the original(s).

^ Please attach the relevant application forms(s) required.

Education History (please answer each question)

Have you completed or commenced any of the following qualifications:

	Last year of enrolment	Completed	Commenced but not completed
(a) Postgraduate program (PhD, Masters, other post-graduate program) University or College _____ Qualification _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
(b) Bachelor Degree University or College _____ Qualification _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
(c) Advanced Diploma, Diploma or Associate Diploma at a College or University (except TAFE – see question below) University or College _____ Qualification _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
(d) Advanced Diploma, Diploma or Associate Diploma at TAFE TAFE campus _____ Qualification _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
(e) Other qualification or certificate Education Provider _____ Qualification _____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Did you complete year 12 in Australia? Yes No

If yes what year? _____

If yes, please provide the **postcode** of your **permanent home residence** in year 12: _____

Please provide the name of the **suburb** or **town** of your **permanent home residence** in year 12: _____

SECTION 5 – EDUCATION LEVEL OF YOUR PARENTS OR GUARDIANS

Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

Parent/Guardian 1

Male Female No parent/guardian

What is the highest level of education completed

- Postgraduate qualification
(e.g. graduate diploma, masters degree, PhD)
- Bachelor degree
- Other post-school qualification
(e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- Completed Year 12 schooling*
- Completed Year 10 schooling*, continued at school, but didn't complete Year 12 schooling*
- Completed Year 10 schooling*
- Didn't complete Year 10 schooling*
- Don't know

* or equivalent

Parent/Guardian 2

Male Female No parent/guardian

What is the highest level of education completed

- Postgraduate qualification
(e.g. graduate diploma, masters degree, PhD)
- Bachelor degree
- Other post-school qualification
(e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- Completed Year 12 schooling*
- Completed Year 10 schooling*, continued at school, but didn't complete Year 12 schooling*
- Completed Year 10 schooling*
- Didn't complete Year 10 schooling*
- Don't know

* or equivalent

SECTION 6 – DISABILITY SUPPORT SERVICES

Do you have a disability, impairment or long-term medical condition, which may affect your studies? Yes No

If yes, please indicate the area(s) of impairment:

Hearing Learning Mobility Vision Medical Other

If yes, would you like to receive advice on support services, equipment & facilities that may assist you? Yes No

Please specify: _____

SECTION 7 – 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 8 – 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 9 – TERMS AND CONDITIONS

Your enrolment is subject to our terms and conditions, available on our website <<http://www.kaplanprofessional.edu.au/faqs/student-policies/>> 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 notice

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>>.

SURVEY FOR NEW STUDENTS

Your responses to the following questions will help us provide you with the best possible service. Please answer **all** questions.

Note: You are not required to complete this section if you are a continuing student.

1. How did you hear about Kaplan? If advertisement or website, please specify

2. Why did you choose to study with Kaplan? (tick one category)

- | | |
|--|--|
| <input type="checkbox"/> Strongly recommended by employer | <input type="checkbox"/> Advice from my Human Resources department |
| <input type="checkbox"/> To better manage my personal finances | <input type="checkbox"/> Price of the course |
| <input type="checkbox"/> To gain a better professional qualification | <input type="checkbox"/> Subject availability |
| <input type="checkbox"/> Relevant to current role | <input type="checkbox"/> Study mode options |
| <input type="checkbox"/> Reputation of Kaplan | <input type="checkbox"/> As a key to enter the finance and investment industry |
| <input type="checkbox"/> To increase my understanding of financial markets | <input type="checkbox"/> Other |

3. What industry are you in? (tick one category)

- | | |
|--|---|
| <input type="checkbox"/> Accountancy | <input type="checkbox"/> Investment Banking |
| <input type="checkbox"/> Banking (excluding Investment Banking) | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Consultancy | <input type="checkbox"/> Media |
| <input type="checkbox"/> Exchanges | <input type="checkbox"/> Mining/Resources |
| <input type="checkbox"/> Financial Advising/Planning | <input type="checkbox"/> Other Non-Banking Financial Institutions |
| <input type="checkbox"/> Financial Services Regulation | <input type="checkbox"/> Property |
| <input type="checkbox"/> Funds/Investment Management – Wholesale | <input type="checkbox"/> Retired |
| <input type="checkbox"/> Government | <input type="checkbox"/> Stockbroking |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Student |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Other (please specify) |

4. Choose the industry segment that most closely relates to your work (tick one category)

- | | |
|--|--|
| <input type="checkbox"/> Banking – Retail/Commercial | <input type="checkbox"/> Mortgage Broking |
| <input type="checkbox"/> Capital/Money Markets – Wholesale | <input type="checkbox"/> Regulators/Government |
| <input type="checkbox"/> Corporate Finance | <input type="checkbox"/> Service Providers (e.g. law/accounting/IT/HR) |
| <input type="checkbox"/> Funds management/Superannuation – Retail | <input type="checkbox"/> Stockbroking |
| <input type="checkbox"/> Funds management/Superannuation – Wholesale | <input type="checkbox"/> Wealth Management |

5. What is your primary job function? (tick one category)

- | | | |
|--|---|--|
| <input type="checkbox"/> Academic/Lecturer | <input type="checkbox"/> Data Analyst | <input type="checkbox"/> Mortgage Broker/Lender |
| <input type="checkbox"/> Accountant | <input type="checkbox"/> Economist | <input type="checkbox"/> Operations Manager |
| <input type="checkbox"/> Actuary | <input type="checkbox"/> Equities Analyst/Strategist | <input type="checkbox"/> Para-planner |
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Equities Dealer | <input type="checkbox"/> Policy Researcher/Adviser |
| <input type="checkbox"/> Asset Consultant/Manager | <input type="checkbox"/> Financial Planner/Adviser | <input type="checkbox"/> Private Banker |
| <input type="checkbox"/> Auditor/Audit Manager | <input type="checkbox"/> Fixed Income Analyst | <input type="checkbox"/> Private Client Adviser |
| <input type="checkbox"/> Bank Manager | <input type="checkbox"/> Fixed Interest Dealer | <input type="checkbox"/> Private Equity Manager |
| <input type="checkbox"/> Bank Officer/Teller | <input type="checkbox"/> Foreign Exchange Dealer | <input type="checkbox"/> Programmer Analyst |
| <input type="checkbox"/> Banking Advisor/Consultant | <input type="checkbox"/> Funds/Investment Manager | <input type="checkbox"/> Project Manager/Officer |
| <input type="checkbox"/> Business Analyst | <input type="checkbox"/> Futures Dealer | <input type="checkbox"/> Property Trust/Investment Manager |
| <input type="checkbox"/> Business Banking Manager | <input type="checkbox"/> General Manager | <input type="checkbox"/> Property Valuer |
| <input type="checkbox"/> Business Development Manager | <input type="checkbox"/> Human Resources Manager/Officer | <input type="checkbox"/> Regulator |
| <input type="checkbox"/> Chairman | <input type="checkbox"/> Insurance Manager/Analyst | <input type="checkbox"/> Retail Banking Manager |
| <input type="checkbox"/> Chief Executive Officer/Managing Director | <input type="checkbox"/> Investment Analyst | <input type="checkbox"/> Retired |
| <input type="checkbox"/> Chief Finance Officer | <input type="checkbox"/> Investment Banker | <input type="checkbox"/> Risk Manager/Analyst |
| <input type="checkbox"/> Chief Information Officer | <input type="checkbox"/> Investor Relations Manager | <input type="checkbox"/> Settlements/Back Office Administrator |
| <input type="checkbox"/> Chief Operations Officer | <input type="checkbox"/> IT Manager/Consultant | <input type="checkbox"/> Stockbroker |
| <input type="checkbox"/> Company Director | <input type="checkbox"/> Journalist | <input type="checkbox"/> Strategic Planner |
| <input type="checkbox"/> Company Secretary | <input type="checkbox"/> Lawyer/Solicitor/Barrister/General Counsel | <input type="checkbox"/> Systems Analyst |
| <input type="checkbox"/> Compliance Officer/Manager | <input type="checkbox"/> Lending Manager | <input type="checkbox"/> Taxation Consultant/Manager |
| <input type="checkbox"/> Corporate Lender/Finance Manager | <input type="checkbox"/> Marketing Director/Manager | <input type="checkbox"/> Technical Analyst |
| <input type="checkbox"/> Corporate Treasurer/Treasury Manager | <input type="checkbox"/> Mergers & Acquisitions/Takeovers Adviser | <input type="checkbox"/> Trader |
| <input type="checkbox"/> Credit Analyst | <input type="checkbox"/> Mobile Lender/Manager | <input type="checkbox"/> Underwriter |
| <input type="checkbox"/> Credit Risk Manager | <input type="checkbox"/> Money Market Dealer | <input type="checkbox"/> Valuer |

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)