

## KAPE - Enrolment Form

1. Personal information			
Kaplan student ID (if applicable):			
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Legal First name:	Legal Last name:		
Email:	Date of birth:		
Telephone:	(w)	(h)	(m)
<b>Permanent Residential Address (Compulsory)</b>			
Building/Property name:			
Flat/Unit number:			
Street number:			
Street name:			
Suburb:			
State:			
Postcode:			
Country:			
<b>Primary Mailing Address:</b>	<b>Same as Residential Address</b> <input type="checkbox"/> Yes	<b>Same as Business</b> <input type="checkbox"/> Yes	
Building/Property name:			
Flat/Unit number:			
Street number:			
Street name:			
Suburb:			
State:			
Postcode:			
Country:			

2. Course Selection	
Note: • Kaplan reserves the right to alter subject content as market needs dictate, and to withdraw or postpone subjects	
Course Name	Course Fee
<b>KAPE – Supervised via Proctor U</b> • Kaplan Adviser Practice Exam Individual • Kaplan Adviser Practice Exam Individual Resource Room	<input type="checkbox"/> \$75.00
<b>KAPE – Unsupervised at workplace or home</b> • Kaplan Adviser Practice Exam Individual • Kaplan Adviser Practice Exam Individual Resource Room	<input type="checkbox"/> \$50.00
<b>Enrolment Fees</b>	
<b>\$</b>	

3. Mandatory Questions	
1. Have you completed an Ethics FASEA approved subject?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. How many subjects do you require to complete to meet the FASEA education standards?	<input type="checkbox"/> 1 – FASEA 1 Bridging Course (Ethics) <input type="checkbox"/> 2 – FASEA 1 Bridging Course (Ethics) + one additional unit <input type="checkbox"/> 3 – FASEA 3 Bridging Courses <input type="checkbox"/> 4 – Approved GradDip less 4 credits <input type="checkbox"/> 5 – Approved GradDip less 3 credits <input type="checkbox"/> 6 – Approved GradDip less 2 credits <input type="checkbox"/> 7 – Approved GradDip less 1 credits <input type="checkbox"/> 8 – Approved GradDip <input type="checkbox"/> Not sure
3. When do you intend to sit the FASEA exam?	
4. What is your Financial Adviser Register Number?	

## 4. 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.
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<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.
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Contact name		Contact no.	
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**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 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.	
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Training manager name		Training manager no.	
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Invoice to name		Invoice to no.	
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### Details for receipt (Please complete this section if payment is made by a third party)

Title:

First name		Last name	
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Job title	
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Email	
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Telephone	(W)	(H)	(M)
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Company name	
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Number and street name	
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Suburb		State	Postcode	
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## 5. 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 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 or continued 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 provides information about 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](mailto:privacy@kaplan.edu.au)) for more information. Please visit our website for a copy of our privacy policy (available at <https://www.kaplanprofessional.edu.au/>)

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.

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:	

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

### Mail

Kaplan Professional

Level 12, 45 Clarence Street, Sydney NSW 2000

### Email

[enrolments@kaplan.edu.au](mailto:enrolments@kaplan.edu.au)