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

SECTION 1 — PERSONAL INFORMATION AND CONTACT DETAILS

Personal Information

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

First name:   Last name(s):

Date of birth:  Student ID:

Contact Details

Note: If your contact details have not changed since you last enrolled, please proceed directly to Section 2.

☐ Home: (                )   ☐ Work: (                )   ☐ Mobile:

Email:

Mailing Address:  ☐ Home   ☐ Business

Street address / PO Box:

Suburb:   State:  Postcode:   Country:

Note: it is the student’s responsibility to:
• submit their enrolment form by end of week 2 (5th November 2010). Any applications received after this date will be forwarded to the campus director for approval. This includes changes to subject enrolments.
• If you wish to change the course in which you are enrolled, please contact a campus representative to adjust your enrolment, prior to submitting your subject selection form.
• check the subject pre-requisites.
• check that they are not eligible for recognition and/or exemptions for the subject(s) they are enrolling in.
• read Kaplan Business School’s Refund Policy#.

Key dates

Trimester commences 25th October 2010
Subject enrolments close 5th November 2010
Census date# 30th November 2010

* Visit www.kbs.edu.au for all Kaplan Business School policies and procedures.

Privacy Policy

Kaplan Business School and its subsidiaries (collectively referred to as “Kaplan”) appreciate that privacy is very important to you. Kaplan Business School has adopted a Privacy Policy that complies with the National Privacy Principles in the Privacy Act when dealing with personal information. Kaplan Business School recognises your right to expect that other people will treat your personal information as private. The Privacy Policy covers Kaplan’s treatment of personally identifiable information that we collect or hold. The detailed Kaplan Privacy Policy is published on our website: www.kbs.edu.au/privacy.
### SECTION 2 — SUBJECT SELECTION - For students enrolled in the BACHELOR OF BUSINESS only

#### Core Subject Selection

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Subject name</th>
<th>Subject code</th>
<th>Subject name</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAB1000</td>
<td>Business Maths 1</td>
<td>CISB1000</td>
<td>Information Systems</td>
</tr>
<tr>
<td>ECOB1002</td>
<td>Economics</td>
<td>EAPB1000</td>
<td>Business Communication</td>
</tr>
<tr>
<td>ACCB1000</td>
<td>Accounting for Decision Makers</td>
<td>CLWB1000</td>
<td>Commercial Law</td>
</tr>
<tr>
<td>MANB1000</td>
<td>Introduction to Management</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Elective Subject Selection

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Subject name</th>
<th>Subject code</th>
<th>Subject name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCB2000</td>
<td>Financial Accounting Processes</td>
<td>CGRB3000</td>
<td>Corporate Governance and Regulatory Processes</td>
</tr>
<tr>
<td>MANB2000</td>
<td>Organisational Behaviour</td>
<td>ACCB3000</td>
<td>Financial Reporting</td>
</tr>
<tr>
<td>ACCB2100</td>
<td>Management Accounting</td>
<td>ACCB3100</td>
<td>Auditing and Assurance</td>
</tr>
<tr>
<td>MARB2000</td>
<td>Marketing Management</td>
<td>CLWB3000</td>
<td>Taxation Law</td>
</tr>
<tr>
<td>FINB2000</td>
<td>Financial Institutions and Markets</td>
<td>CISB2000</td>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>ACCB2200</td>
<td>Financial Accounting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 3 — FEES

All fees must be paid at the time of enrolment.

<table>
<thead>
<tr>
<th>No. of subjects enrolling in</th>
<th>Domestic</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AUD$1,525</td>
<td>AUD$1,825</td>
</tr>
<tr>
<td>2</td>
<td>AUD$3,050</td>
<td>AUD$3,650</td>
</tr>
<tr>
<td>3</td>
<td>AUD$4,575</td>
<td>AUD$5,475</td>
</tr>
<tr>
<td>4</td>
<td>AUD$6,100</td>
<td>AUD$7,300</td>
</tr>
</tbody>
</table>
SECTION 4 — PAYMENT

Payment Details

Note: Kaplan Business School does not accept cash payments.

☐ EFTPOS — payments must be made in person in our offices.

☐ Cheque — please find my cheque made payable to Kaplan Business School attached. Cheque No ________________

☐ Bank Transfer — Payment* to be made to:

Account Name: Kaplan Business School Australia P/L
Bank: Westpac
SWIFT code: WPACAU2S
BSB: 032134
Account no.: 198231

*You are required to provide a copy of the direct deposit receipt with your completed application form.

☐ FEE HELP – Domestic Students Only

☐ Credit card: ☐ Mastercard ☐ Visa

Card Number ________________ / ________________ / ________________ / ________________
Expiry Date ________________ / ________________

Cardholder Name ____________________________ Cardholder Signature ____________________________

SECTION 5 — STUDENT DECLARATION

Student Declaration

I hereby apply for enrolment with Kaplan Business School. I agree that if this application for enrolment or assessment is accepted by Kaplan Business School, I will be bound by the rules, regulations, by-laws, policies and procedures of Kaplan Business School as laid down from time to time, including any disciplinary procedures. Please refer to Kaplan Business School education policies outlined in the “School Policies” section at www.kbs.edu.au. I confirm that the information provided by me in this form is in all respects correct and complete to the best of my knowledge and belief, and I consent to it being used by Kaplan Business School. I acknowledge that Kaplan Business School reserves the right to refuse my application for enrolment or assessment. I acknowledge that if at any time my conduct in classes, online discussion forums, assessment or otherwise is considered by Kaplan Business School to be inappropriate, Kaplan Business School reserves the right in its discretion to refuse me permission to attend any Kaplan Business School events or sit for any Kaplan Business School assessment, or to impose any penalty set down in Kaplan Business School’s disciplinary procedures, whether or not I withdraw from the course or any subject. I acknowledge that Kaplan Business School’s determination in respect of examination and assessment results is final and will not be subject to discussion or negotiation except in accordance with Kaplan Business School’s education policies.

Signature: ____________________________ Date: ____________________________

SECTION 6 — ENROLMENT CHECKLIST

☐ I have checked the course pre-requisites.

☐ I have signed and dated the student declaration.

☐ I have calculated all fees payable and completed payment details.

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

IN PERSON OR MAIL
Level 9, 369 Royal Parade
Parkville Victoria, 3052

FAX
03 9226 9277

For application assistance call: 03 9226 9250