

# APPLICATION FOR COURSE TRANSFER

This form should be used if you are intending to transfer from your current Kaplan Business School (KBS) course to a new KBS course. Course transfer application forms must be submitted to KBS at least one week before the results release date of each trimester (see **Academic Calendar**). Requests for Course Transfer will be processed during the enrolment period after results are released for the current trimester. If your application is successful, you may be eligible for credit towards your new course. International students, please note a Course Transfer may impact your Confirmation of Enrolment (CoE) length and student visa. Please contact the relevant government department or your agent for further information about how this may impact your student visa. Please meet with a Student Experience Team representative on your campus before submitting this form.

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

## STUDENT DETAILS

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)	
Family name	Given name(s)
Date of birth (dd/mm/yyyy)	Student ID

## CURRENT COURSE DETAILS

I am enrolled in the following course (please tick):

### Undergraduate courses

- Diploma of Business
- Bachelor of Business
- Bachelor of Business (Accounting)
- Bachelor of Business (Hospitality and Tourism Management)
- Bachelor of Business (Management)
- Bachelor of Business (Marketing)
- Diploma of Information Technology
- Bachelor of Information Technology

### Non-award study

- Postgraduate Qualifying Program
- If your course is not listed please specify it here:

### Postgraduate courses

- Graduate Certificate in Accounting
- Master of Accounting
- Master of Professional Accounting
- Graduate Certificate in Business Analytics
- Graduate Diploma of Business Analytics
- Master of Business Analytics
- Master of Business Analytics (Extension)
- Graduate Certificate in Business Administration
- Graduate Diploma of Business Administration
- Master of Business Administration
  - No Specialisation
  - Specialisation: Entrepreneurship
  - Specialisation: International Leadership
  - Specialisation: Health Services Management
  - Specialisation: Digital Management
  - Specialisation: Project Management
  - Specialisation: Tourism and Hospitality Leadership
  - Specialisation: Women in Leadership
- Graduate Certificate in Information Technology
- Graduate Diploma of Information Technology
- Master of Information Technology
  - No specialisation
    - Specialisation: Analytics
    - Specialisation: Web and Mobile Development
    - Specialisation: Cyber Security
    - Specialisation: Programming
- Master of Information Technology (Extension)
  - No specialisation
    - Specialisation: Analytics
    - Specialisation: Web and Mobile Development
    - Specialisation: Cyber Security
    - Specialisation: Programming

Are you receiving a scholarship for your current KBS course?

- Yes  No

Reason for course transfer:

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## NEW COURSE DETAILS

I wish to enrol in the following course (please tick):

### Undergraduate courses

- Diploma of Business
- Bachelor of Business
- Bachelor of Business (Accounting)
- Bachelor of Business (Hospitality and Tourism Management)
- Bachelor of Business (Management)
- Bachelor of Business (Marketing)
- Diploma of Information Technology
- Bachelor of Information Technology

### Non-award study

- Postgraduate Qualifying Program
- If your course is not listed please specify it here:

### Postgraduate courses

- Graduate Certificate in Accounting
- Master of Accounting
- Master of Professional Accounting
- Graduate Certificate in Business Analytics
- Graduate Diploma of Business Analytics
- Master of Business Analytics
- Master of Business Analytics (Extension)
- Graduate Certificate in Business Administration
- Graduate Diploma of Business Administration
- Master of Business Administration
  - No Specialisation
  - Specialisation: Entrepreneurship
  - Specialisation: International Leadership
  - Specialisation: Health Services Management
  - Specialisation: Digital Management
  - Specialisation: Project Management
  - Specialisation: Tourism and Hospitality Leadership
  - Specialisation: Women in Leadership
- Graduate Certificate in Information Technology
- Graduate Diploma of Information Technology
- Master of Information Technology
  - No specialisation
    - Specialisation: Analytics
    - Specialisation: Web and Mobile Development
    - Specialisation: Cyber Security
    - Specialisation: Programming
- Master of Information Technology (Extension)
  - No specialisation
    - Specialisation: Analytics
    - Specialisation: Web and Mobile Development
    - Specialisation: Cyber Security
    - Specialisation: Programming

I wish to continue my study at the same campus (please tick)

- Yes  No If no, please select the campus you wish to transfer to below

New campus (please tick)  Adelaide  Brisbane  Gold Coast  Melbourne  Perth  Sydney  Online

## STUDENT DECLARATION

I have read and understood the relevant Kaplan Business School policies. I understand that if my application is approved this will lead to my current course enrolment being withdrawn. I understand I will be required to sign a new Acceptance of Offer containing details of my new course and relevant fees.

**International Students (additional):** I understand I will receive a new CoE for the new course. I understand a change of course may impact my student visa.

I understand it is my responsibility to seek advice from the relevant government department or my agent about the possible impacts to my student visa.

Student signature

Date (dd/mm/yyyy)

**Privacy:** Kaplan Business School collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our **Privacy Policy** including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed 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 at [privacy@kaplan.edu.au](mailto:privacy@kaplan.edu.au) for more information.

### Adelaide

Level 1, 68 Grenfell Street  
Adelaide SA 5000  
Tel: +61 (0)8 8215 4100  
Email: [info@kbs.edu.au](mailto:info@kbs.edu.au)

### Brisbane

Ground Floor, 369 Ann Street  
Brisbane QLD 4000  
Tel: +61 (0)7 3872 3800  
Email: [info@kbs.edu.au](mailto:info@kbs.edu.au)

### Gold Coast

Level 8, 36 Marine Parade  
Southport QLD 4215  
Tel: +61 (0)7 5623 3033  
Email: [info@kbs.edu.au](mailto:info@kbs.edu.au)

### Melbourne

Level 4, 370 Docklands Drive  
Docklands, Melbourne VIC 3008  
Tel: +61 (0)3 9626 4576  
Email: [info@kbs.edu.au](mailto:info@kbs.edu.au)

### Perth

1325 Hay Street  
West Perth WA 6005  
Tel: +61 (0)8 9322 4136  
Email: [info@kbs.edu.au](mailto:info@kbs.edu.au)

### Sydney

Level 1, 55 Elizabeth Street  
Sydney NSW 2000  
Tel: +61 (0)2 8248 6758  
Email: [info@kbs.edu.au](mailto:info@kbs.edu.au)