

# APPLICATION FOR CROSS INSTITUTIONAL STUDY

Please complete this form if you are applying to study a subject or subjects at another institution or at Kaplan Business School. If another institution offers a subject which is not offered at Kaplan Business School you may be able to enrol and get credit towards your Kaplan Business School qualification. Please submit this completed form to your Student Experience Team. Please note applications may take up to 2–4 weeks to process.

**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):	Please tick as appropriate <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified
Family name	Given name(s)
Date of birth (dd/mm/yyyy)	Student ID
Telephone (home/mobile)	
Email	
Do you hold a student visa? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

## CURRENT COURSE DETAILS

I am enrolled in the 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

- 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)
- Master of Business Analytics (Information Technology)
- Graduate Certificate in Business Administration
- Graduate Diploma of Business Administration
- Master of Business Administration
- Graduate Certificate in Information Technology
- Graduate Diploma of Information Technology
- Master of Information Technology
- Master of Information Technology (Extension)

Will you be studying any subjects in your principal course this trimester with Kaplan Business School?  Yes  No

Which other provider do you wish to enrol with?

Have you ever been enrolled with this provider?  Yes  No

If yes, provide your student ID number:

## SUBJECT DETAILS

Enter the subject(s) you wish to study at the other provider below. Enter the equivalent Kaplan Business School subject(s) following your Academic Dean's advice.

Cross Institution Subject code and name	KBS Subject equivalent	Approved (Yes/No)
1.		
2.		
3.		
4.		

Approval is not granted routinely and is usually only approved for justifiable academic reasons, relocation for work commitments or compassionate reasons preventing you from attending class on-campus. Approval will not be granted if the subject is offered at Kaplan Business School. Please attach any additional supporting documentation for this application, including subject outlines from the host institution listed above.

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## ACADEMIC DEAN DECLARATION

Kaplan Business School Academic Dean Declaration.

This student is authorised to enrol in the subject(s)/courses(s) listed above and upon successful completion will be eligible for credit at Kaplan Business School for the equivalent subject(s).

Academic Dean's (or nominee) name	
Academic Dean (or nominee) signature	Date (dd/mm/yyyy)

## OFFICE USE ONLY

Received by	Form received date (dd/mm/yyyy)
Processed by	Processed 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.

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