KAPLAN BUSINESS SCHOOL AUSTRALIA

APPLICATION FOR PAYMENT PLAN

This form should be used if you are intending to seek approval for a Payment Plan. Please submit the completed form and supporting documentation to a Student Experience Officer for processing.

Applications for a Payment Plan must be made to Kaplan Business School prior to reenrolment. Payment Plans are granted at Kaplan Business School's discretion.

The Payment Plan is structured as two instalments. The initial payment is 50% of the total tuition fees for the trimester upfront upon enrolment and the remaining 50% must be paid by Friday of week 4.

Please note additional fees apply:

1. A fee of AUD160 to be paid up front, for approved applications.
2. A late payment fee of AUD260 will be applied and an Intention to Report letter (ITR) will be issued on Monday of Week 5 if second payment has not been received.

Kaplan's refund policy can be located on the Kaplan Business School website at **www.kbs.edu.au** and on the Letter of Offer provided to you by Kaplan Business School.

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

STUDENT DETAILS

Title
☐ Mr ☐ Ms ☐ Other (please specify):

Family name	Given name(s)
Date of birth (dd/mm/yyyy)	Student ID

REASON FOR PAYMENT PLAN REQUEST

PAYMENT PLAN TERMS

The terms of the Payment Plan are as follows:

	Amount payable	Date due
Initial payment	$	At enrolment
Second payment	$	Friday of week 4

PAYMENT DETAILS

Note: Kaplan Business School does not accept cash payments.

Please tick your preferred method of payment:

☐ Credit Card
(Payments can be made on campus, over the phone by contacting the campus or online via: http://www.kbs.edu.au/fee-payment-portal/)

Note: a 1.3% surcharge applies for all credit card transactions.

☐ Bank Transfer
Payment* to be made to:

Account name:	**Kaplan Business School (Deposit)**	
Bank:	**HSBC Bank Australia Limited**	**Swift Code: HKBAAU2S**
Branch address:	**28 Bridge Street, Sydney, NSW 2000**	
BSB:	**342-011**	
Account number:	**461498-163**	

*You are required to provide a copy of the bank transfer receipt with your completed form. Please include your student number in the reference ID for bank transfer.

STUDENT DECLARATION

I understand that failure to provide payment by the end of week 4 will result in an immediate suspension of my studies, including suspending access to services such as the student portal, borrowing library books and purchasing print credits. Kaplan Business School will also not release any of my academic results until full payment is received.

I understand that the continued non-payment of fees may result in the cancellation of my enrolment which could affect my visa. I accept the terms of the above instalment plan and agree to make payments by the due dates indicated.

Student/Guardian Signature	Date (dd/mm/yyyy)

Valid from June 2017. Details may change. Published June 2017. V.2.0
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KAPLAN BUSINESS SCHOOL AUSTRALIA

OFFICE USE ONLY

Form received date (dd/mm/yyyy)	Received by	Decision outcome (please tick) ☐ Approved ☐ Declined

Reason for outcome	Decision maker	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** for more information.

Return this form to your Kaplan Business School Student Experience Team:

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

Brisbane
Level 3, 252 St Pauls Terrace
Spring Hill QLD 4000
Tel: +61 (0)7 3872 3800
Email: brisbane@kbs.edu.au

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

Sydney
Level 8, 540 George Street
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Tel: +61 (0)2 8248 6758
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