

Change of Subject Request Form

Please return the completed form to Student Adviser prior to the commencement of study period. Students who change subject may not apply for special consideration based on changing subjects alone.

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

1. Personal information			
Kaplan student ID (if applicable):			
Title: <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	Gender:		<input type="checkbox"/> Male <input type="checkbox"/> Female
First name:		Last name:	
Email:			Date of birth:
Telephone:	(w)	(h)	(m)
2. Current Course Details (I am enrolled in the following course)			
<input type="checkbox"/> Graduate Certificate in Applied Finance		<input type="checkbox"/> Graduate Certificate in Financial Planning	
<input type="checkbox"/> Graduate Diploma of Applied Finance		<input type="checkbox"/> Graduate Diploma of Financial Planning	
<input type="checkbox"/> Master of Applied Finance		<input type="checkbox"/> Master of Financial Planning	
<input type="checkbox"/> Graduate Certificate in Corporate Finance		<input type="checkbox"/> Graduate Certificate in Self-Managed Superannuation Funds	
Subject name & number currently enrolled			
Subject name & number requested			

REFUND POLICY — Refer to the Refund Policy at www.kaplanprofessional.edu.au.

STUDENT DECLARATION

I have read and understood the relevant Kaplan Professional Policies [located on the Kaplan Professional website](http://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. Our Privacy Policy provides information about how you can access and correct the personal information we hold about you or make a privacy complaint. A copy of our Privacy Policy is available at: <http://www.kaplanprofessional.edu.au/privacy-policy>

I understand that I am bound by the same rules, regulations, by-laws, policies and procedures that were accepted on my original subject enrolment form. Please refer to the policies outlined on the Kaplan Professional website.

Signature:		Date:	
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Return this form to Kaplan office via email: courseadvice@kaplan.edu.au

APPLICATION ASSISTANCE

Contact your Student Adviser or call 1300 135 798 (+612 8248 7611).