

## Section 1 — Personal Information

Kaplan student ID			
Legal First name		Legal Surname	
Email		Date of Birth	
Telephone	(W)	(H)	(M)
<b>Mailing address</b> If you are requesting hardcopy certificate please make sure you provide mailing address below			
Building/Property name			
Address Details			
Suburb/Town		State	
Postcode		Country	

Section 2:	Please specify subject(s)/course	Tick as required
Formal subject extension (4 weeks)*		<input type="checkbox"/> \$105
Formal subject extension (8 weeks)*		<input type="checkbox"/> \$210
Request for enrolment verification		<input type="checkbox"/> \$55
Subject activation deferral**		<input type="checkbox"/> \$55
Replacement:	Please specify date completed:	<input type="checkbox"/> \$55 (for up to three documents)
<input type="checkbox"/> Statement of Attainment (Digital)		
<input type="checkbox"/> Statement of Attainment (Hardcopy)		
<input type="checkbox"/> Certificate of Completion (Digital <u>only</u> )	Please specify which subject(s) /course below:	
<input type="checkbox"/> Qualification/Academic Record (Digital)		
<input type="checkbox"/> Qualification/Academic Record (Hardcopy)		
<input type="checkbox"/> Other		
Other (description required)		<input type="checkbox"/> \$
<b>Total*</b>		<b>\$</b>

Please refer to Vocational education fees here: <https://www.kaplanprofessional.edu.au/current-students/vocational-education/fees/>

\*All extensions are applied from the last expiry date of the subjects.

\*\*If you are deferring more than 14 days after the previous subject completion, please refer to [Vocational Education Student Handbook](#)

## Section 3 — Payment Details

### Payment options

#### Credit card payment

We take your privacy seriously. Kaplan is unable to accept credit card details via email or in a word/pdf document format. If you wish to make a payment by credit card, you can enrol via one of the below options:

- Enrol online via your student portal. Login or register if you are a new student <<http://www.kaplanprofessional.edu.au/enrol/>>.
- Call one of our Student Services representatives on [1300 662 203](tel:1300662203) to enrol over the phone.

Alternatively, please indicate how you would like to pay below. We will contact you once your invoice is ready to arrange payment (over the phone or via your secure online student portal).

I wish to pay by  MasterCard  Visa  AMEX (Additional 2.5% surcharge)

<input type="checkbox"/> Pay online	Kaplan will email you a copy of your invoice once it is ready to pay online via your student portal.
<input type="checkbox"/> Pay over the phone	Kaplan will call once your invoice is ready to pay. If the person Kaplan needs to contact is not you, please provide their name and the best contact number to reach them below.

Contact name		Contact no.	
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**Invoice company** (Only available to companies with an approved Kaplan Professional account. The invoice will be sent to the address specified on the company account. To authorise this invoice request you must be an existing contact on your company account with Kaplan Professional Education. In the absence of an authorised signature, an email will be sent for approval of enrolment.)

Corporate account name		Corporate account no.	
Training manager name		Training manager no.	
Invoice to name		Invoice to no.	

#### Details for receipt (Please complete this section if payment is made by a third party)

Title:			
First name		Last name	
Job title			
Email			
Telephone	(W)	(H)	(M)
Company name			
Address Details			
Suburb		State	Postcode

## Privacy Notice and Student Declaration

**Prices are valid until 31 December 2024** and GST exempt (except ALPA, TASACL, TASACC, KUDOS, ISMSF, all Corporate Short Courses, Agile Compliance Training, China Ready, which includes GST). Kaplan Professional Education reserves the right to review its pricing.

Your enrolment is subject to the terms and conditions available on our website <<http://www.kaplanprofessional.edu.au/faqs/studentpolicies/>>.

If you do not have access to our website, please contact our student services team on 1300 662 203 and we will send a copy of the terms and conditions to you. Your signature below constitutes that you have read and accept the enrolment terms and conditions, including our refund policy. It is also confirmation that all details provided at the time of enrolment are true and accurate and you agree to notify Kaplan Professional if any details on this enrolment form change.

Kaplan Professional collects your personal information (including your name, address, date of birth and other identifying information) for the purpose of administering your enrolment in your chosen course(s) or program(s) of study. Your enrolment may not be processed or continued if you do not provide all of the information requested. We may disclose personal information about you in accordance with our privacy policy, including to third parties seeking to verify the qualification(s) attained through your course(s) of study.

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>>.

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.

## Privacy Notice regarding NCVER, DESE and other bodies

### Why we collect your personal information

As a registered training organisation (RTO), Kaplan Professional collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

If we do not collect personal information about you, we may be unable to provide you with the services you have asked us to provide (e.g. we may not be able to enrol you as a student.)

### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

Further details about how we disclose your personal information is outlined in Kaplan's Australian Privacy Policy (accessible via the link at the end of this Privacy Notice).

### How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact Kaplan Professional using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESEVET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

If you cannot access the links above, please contact Kaplan Professional and request assistance.

Other State or Territory authorities may also handle your personal information. Please see Kaplan's Australian Privacy Policy (accessible via the link at the end of this Privacy Notice) for further details.

### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Privacy Officer contact information

You may contact the Kaplan Privacy Officer to:

- request access to your personal information;
- correct your personal information;
- make a complaint about how your personal information has been handled; or
- ask a question about this Privacy Notice.

The contact details for the Kaplan Privacy Officer are as follows:

Telephone: + 61 2 9908 0200

Online: <https://www.kaplanprofessional.edu.au/>

Email: [privacy@kaplan.edu.au](mailto:privacy@kaplan.edu.au)

Kaplan's Australian Privacy Policy is accessible here: <https://www.kaplan.edu.au/privacy-policy/>

## Student Declaration and Consent

Your signature below constitutes that the information provided to the best of your knowledge is true and correct, and that you consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

By signing this declaration and consent, you also agree to terms and conditions published on Kaplan website <https://www.kaplanprofessional.edu.au/current-students/higher-education/student-policies-and-forms/>

Student signature		Date	
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