

Soft Copy Notes Request Form

Soft copy notes are only available for Master of Applied Finance, Graduate Diploma of Applied Finance, Graduate Certificate in Applied Finance and Graduate Diploma of Financial Planning.

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

PERSONAL DETAILS

Title: Dr /Mr /Mrs /Ms /Miss /Other (please specify):		Personal ID:
First Name(s):	Last Name:	
Delivery Address: <input type="checkbox"/> Home <input type="checkbox"/> Business		
Street Address/PO Box:		
Suburb:	State:	Postcode:
Email:		
Phone: (H)	(W)	(M)

SUBJECT INFORMATION

Subject Number:	Subject Name:	Study period:
Subject Number:	Subject Name:	Study period:
Subject Number:	Subject Name:	Study period:

STUDENT DECLARATION

I understand that I can only request notes for subjects that I have previously completed and that these notes will be the version that I completed and they will be provided in soft copy via USB.

Signature:	Date:
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PAYMENT DETAILS

Payment is due on application. All fees are subject to change without notice. GST is included where applicable.

Soft Copy Notes Fee		Total \$
Purchase of subject notes no.	Subject notes fee per subject \$A55	

- ☐ **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, 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 number	
Total payment	\$		

PRIVACY — We recommend that you read Kaplan's Privacy Policy published on our website.

Return this form to the Kaplan office via email: studentadvice@kaplan.edu.au