General Advice Specialisation – Exemption form

This form should be used if you intend to apply for an exemption for one or more of subjects within the General Advice Specialisation

Students who have completed studies at Kaplan Professional are not required to complete this form. Your exemptions will automatically be processed upon enrolment into the CFS Client engagement in financial services subject.

Note: There are no exemptions permissible based on work/industry experience.

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

1. Personal information

Kaplan student ID:				
Title: ☐ Mr ☐ Mrs ☐ Dr ☐ Ms ☐ Miss ☐ Other		**Gender:**		
First name:		**Last name:**		
Email:			**Date of birth:**	
Telephone:	**(w)**	**(h)**		**(m)**

2. Subject exemption(s)

Please select one or more Tier 1 subject exemptions from the list below:

☐ **Tier 1 Generic Knowledge** ☐ **Tier 1 Superannuation General Advice**

3. Completed prior studies

Completed prior studies include:

- RG146 Tier 1 studies at an Australian Registered Training Organisation (RTO).
- A Diploma (AQF5) or higher level qualification at an accredited Australian higher education provider.

4. Supporting evidence

Please provide certified evidence of course completion. Students who have completed prior studies at Kaplan Professional, Securities Institute Australia (SIA) or Tribeca are not required to provide certified evidence if your academic records are held by Kaplan Professional.

Note: Studies completed between 5 – 10 years may require the completion of a challenge exam in addition to supporting evidence. Studies completed outside of 10 years will be assessed on a case-by-case basis.

Please refer to our website on who can certify your evidence here.

STUDENT DECLARATION

I have read and understood the relevant Kaplan Professional Policies.

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 https://www.kaplanprofessional.edu.au/privacy-policy/.

Signature:		**Date:**	

Return this form to the Kaplan Professional office via:

Mail	**Kaplan Professional** **Level 12, 45 Clarence Street, Sydney NSW 2000**	**Email**	exemptions@kaplan.edu.au

APPLICATION ASSISTANCE

Contact your Student Adviser or call 1300 662 203.