

HOW TO ENROL USING A PC CODE/CORPORATE PROMOTIONAL CODE TO ENROL INTO HIGHER EDUCATION RELATED STUDIES

Important Information Before You Enrol

Please read the following information before you begin the enrolment process. This guide is meant to assist you through your enrolment process and covers a standard enrolment process, including how to use a preferred customer code (PC Code) and promotional (promo) code to apply customer band pricing and discounts to the full price of a subject or course. If you require assistance at any stage during the enrolment process please call 1 300 662 203 (9am-5pm Monday to Fridays).

Education pathways & which programs/ courses to select:

Please use the following table to ascertain which Kaplan Program / Course you should enrol in to meet your required education pathway.

Required Education Pathway	Units of Study	Kaplan Program / Course
Ethics for Professional Advisers Bridging Course	1	FPC002B - Ethics and Professionalism in Financial Advice (aligns to FASEA bridging course: Ethics for Professional Advisers)
Bridging Courses	3	FPC002B Ethics and Professionalism in Financial Advice FPC001B Economic and Legal Context for Financial (aligns to FASEA bridging course: Financial Advice Regulatory & Legal Obligations) FPC007B Client Engagement Skills (aligns to FASEA bridging course: Behavioural Finance: Client and Consumer Behaviour, Engagement and Decision Making)
4 units of study - either: 3 unit bridging course + Capstone subject Or Graduate Diploma with 4 unit credit	4	Either : FPC002B Ethics and Professionalism in Financial Advice FPC001B Economic and Legal Context for Financial FPC007B Client Engagement Skills + Financial Planning Capstone Subject (Kaplan suggest Superannuation & Retirement Advice (FPC003 – however please call Kaplan on 1300 135 798 (Select option 2) to discuss for other alternatives) OR GDFP Graduate Diploma of Financial Planning (and apply for 4 units of credit)*
Graduate Diploma with 3 unit credit Graduate Diploma with 2 unit credit Graduate Diploma with 1 unit credit	5 6 7	GDFP Graduate Diploma of Financial Planning (and apply for required number units of credit)*
Graduate Diploma	8	GDFP Graduate Diploma of Financial Planning

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Once enrolled you will need to provide the following documentation / evidence to Kaplan to meet the qualification **entry requirements**.

For the Graduate Diploma/Masters degree:

- A certified copy of an Undergraduate Degree or Graduate Certificate, or
- A certified copy of a related Diploma deemed acceptable to Kaplan, or
- A certified copy of an unrelated Advanced Diploma or certified copy of a Diploma plus evidence of 2 years related industry experience (CV/resume), or
- Certified copies of academic and /or professional qualifications demonstrating potential to undertake study at this level

Should you undertake these courses as part of qualification, the qualification entry requirements will apply and you will be required to accept a letter of offer as part of your enrolment

For individual FASEA Bridging Courses:

- There are no entry requirements for standalone bridging course enrolments.

*To be eligible to receive these credits an individual must apply for RPL (either as an existing adviser or new entrant). For more information please email rpl@kaplan.edu.au

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Instructions

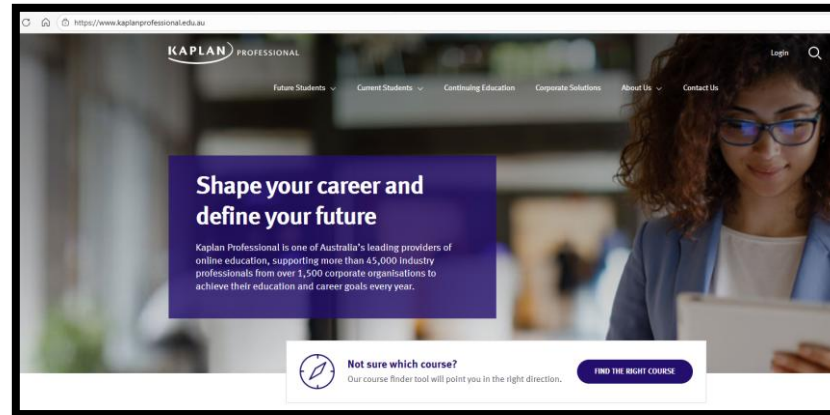
To enrol as a Kaplan Student, click on “Login” on the top right hand corner once you’ve accessed the Kaplan Professional webpage:

[Professional Education & Training | Kaplan Professional](#)

And/or

<https://login.kaplanprofessional.edu.au/s/login>

Screen Shot

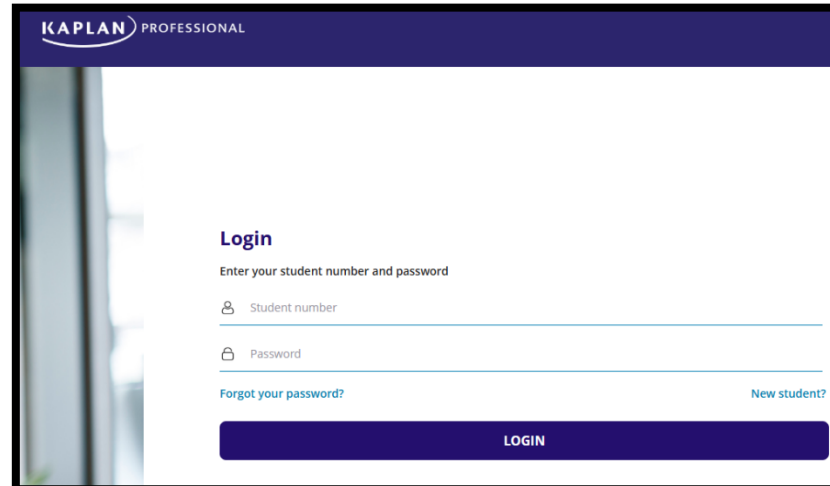


Note: if you are already a Kaplan student you can enter your login details and password on the login screen

Click “Login” in order to proceed.

If you are a new student to Kaplan Professional

Click on “New Student”



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If you are a new student to Kaplan Professional

Enter your personal details in each of the fields, create a password and click on “**submit**”.

Please note – you are required to provide your full name and DOB when creating a new account and USI (if known).

Be sure to enter your full name, DOB and USI exactly as you have done when you created your USI via the USI Portal- your details here must match your details when you created your USI.

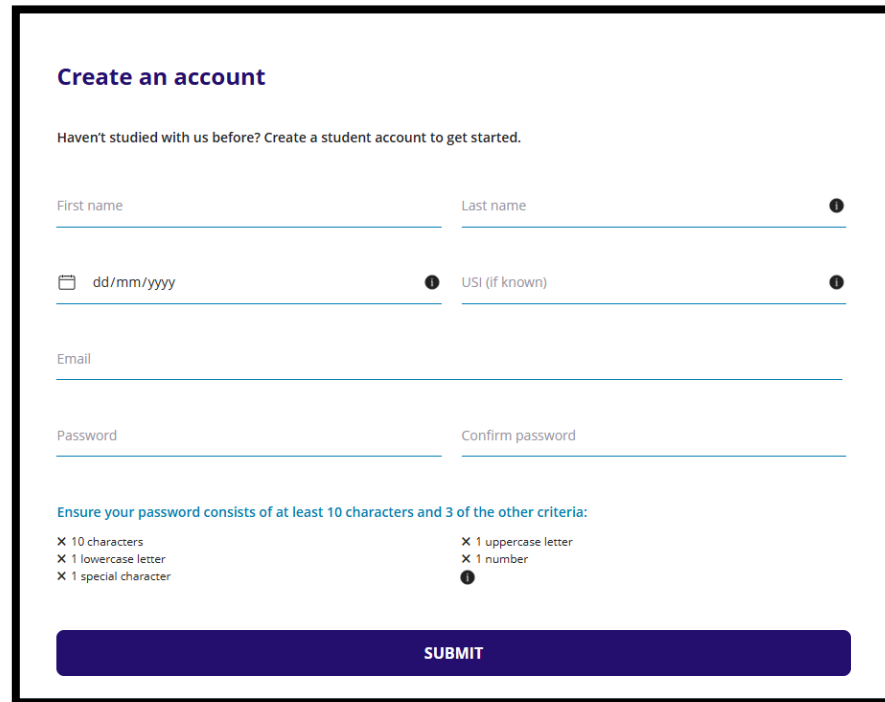
If you enter details here differently to how you entered them when you created your USI your USI will likely not be verified.

Remember: a valid USI will be required in order to commence your studies with Kaplan. You will not be able to access your studies until you have a valid USI.

From here you will be directed to Kaplearn.

Enrol in Kaplan Course

Click on “**Search Courses**” (at the top of the page) to proceed with your enrolment.



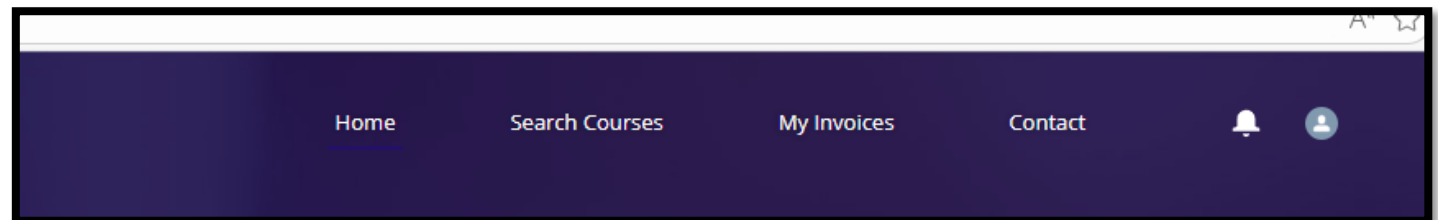
The screenshot shows a 'Create an account' form with the following fields and requirements:

- First name** and **Last name** (required, indicated by a red dot)
- DOB** (format dd/mm/yyyy, required, indicated by a red dot)
- USI (if known)** (required, indicated by a red dot)
- Email**
- Password** and **Confirm password**

Ensure your password consists of at least 10 characters and 3 of the other criteria:

- × 10 characters
- × 1 lowercase letter
- × 1 special character
- × 1 uppercase letter
- × 1 number

A blue **SUBMIT** button is located at the bottom of the form.



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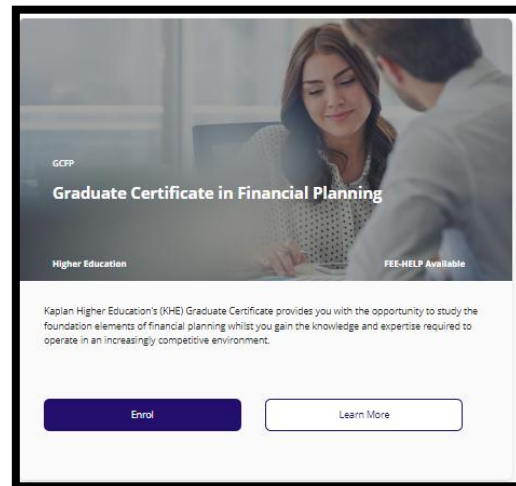
Select your course/subject(s)

In the Search Bar type in the name of the course or subject(s) you wish to enrol into and click on the magnifying glass.



From here you can browse and find more details about related course(s)/subject(s) that are available to be enrolled into. Click on **“Learn More”** to learn more about each course/subject.

To select the course/subject(s) you want to enrol into, click on **“Enrol”** to proceed with your enrolment.

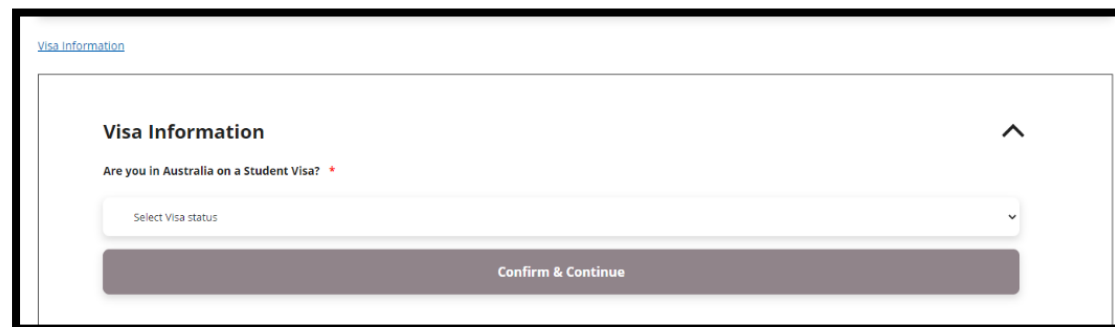


Confirm your personal details and declare your consent

Visa Information

Indicate your visa status from the dropdown box, then click the **“Confirm & Continue”** button to proceed.

If you are in Australia on a student visa you cannot enrol into an accredited course/subject with us.



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Confirm your personal details

Please confirm/update your personal details on this page (any fields with a red asterisk* are required fields) and click **“Confirm & Continue”**.

***Some of these are not editable**

For help with updating your personal details please call our Student Support team at 1 300 662 203

Residency & Citizenship Details

Please complete each field and click **“Confirm & Continue”**

Previous Education Details

Please complete each field and click **“Confirm & Continue”**

The screenshot shows the 'Confirm Personal Details' form. It has a title bar with the title and an upward arrow. Below the title is a subtitle 'Please confirm or provide your personal details below.' There are two input fields: 'First Legal Name *' and 'Last Legal Name *', both with red asterisks indicating they are required fields.

The screenshot shows the 'Residence & Citizenship Details' form. It has a title bar with the title and an upward arrow. Below the title is a subtitle 'Please confirm or provide your personal details below.' The form contains several fields: 'Were you born in Australia? *' (dropdown menu with 'Yes' selected), 'Are you an Aboriginal or Torres Strait Islander? *' (dropdown menu with 'No, neither Aboriginal nor Torres Strait Islander origin' selected), 'Current Citizenship/Residence status? *' (dropdown menu with 'Australian citizen' selected), 'Current Citizenship/Residence status effective from? *' (date input field with '01/01/2000' and a calendar icon), and 'What language do you speak at home? *' (dropdown menu with 'ENGLISH' selected). At the bottom is a blue 'Confirm & Continue' button.

The screenshot shows the 'Previous Education Details' form. It has a title bar with the title and an upward arrow. Below the title is a subtitle 'Please confirm or provide your and your families previous education details below.' The form contains three fields: 'Your highest attainment level in High School *' (dropdown menu with 'Select option' and an information icon), 'Highest level of education completed by your parent/guardian 1 *' (dropdown menu with 'Select option'), and 'Highest level of education completed by your parent/guardian 2' (dropdown menu with 'Select option'). At the bottom is a blue 'Confirm & Continue' button.

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Disabilities

If applicable, please complete each field and click **“Confirm & Continue”** otherwise click **“Confirm & Continue”**

Disabilities

Disability, Impairment, long-term health

None

Areas of your disability

Select option
Learning
Vision
Hearing/deaf

Confirm & Continue

Request FEE-HELP Assistance

If you are requesting FEE-Help to pay for the course tuition fees select **“Yes”** to make the box blue, then click **“Confirm & Continue”**

If you are not, click **“Confirm & Continue”**

Request FEE-HELP Assistance

FEE-HELP is a Commonwealth Government loan available to eligible students to help pay for all or part of their tuition fees. To be eligible for a FEE-HELP loan, you must meet all of the eligibility requirements. Please visit the links below to review the eligibility criteria on the Commonwealth Government website to determine whether you meet the eligibility requirements.

www.studyassist.gov.au

From 1 January 2021, new higher education students studying at Kaplan Professional will need a Unique Student Identifier (USI) to be eligible for Commonwealth assistance through a FEE-HELP loan under the Higher Education Support Act 2003.

From 1 January 2023, all higher education students, including those students who commenced their studies prior to 2021, will need to have a USI in order to graduate and receive their award. This includes all students who started before 2021.

[More information can be found here](#)

[FEE-HELP loan eligibility and requirements](#)

[What are Kaplan Professional's census dates?](#)

By applying for a FEE-HELP loan, I understand that I will be seeking a FEE-HELP loan to pay all or part of my tuition fees and in doing so, my application will be subject to meeting the eligibility criteria for a FEE-HELP loan. If successful, I understand that I will incur a debt to the Commonwealth Government if I receive FEE-HELP assistance.

Are you requesting FEE-HELP to pay this courses tuition fees?

No Yes

Confirm & Continue

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Attach Supporting Documentation

You are required to provide certified supporting documentation as evidence that you meet the entry requirements for your course enrolment.

PDF or standard image files (.jpeg, .jpg, .bmp) up to 5MB only accepted.

Evidence required includes (but is not limited to):

- photo ID
- academic transcript (certified)
- testamur (certified)
- other

To upload a file to each row click on the row and select the file you wish to upload, click **“Open”**

If the file has uploaded successfully, it will appear as a list under **“Uploaded Files”**. To download and/or delete the file you can click on the download or **“bin”** icon.

Once you have finished uploading your files click **“Confirm & Continue”**

Submit Application

Click **“Submit Application”** to submit your application

The screenshot shows a web form titled "Attach Supporting Documentation". At the top, it states: "You are required to provide Kaplan Professional with certified supporting documentation as evidence that you meet the entry requirements for this course. Please attach only PDF or standard image files (e.g., .jpg/.jpeg/.bmp) up to 5MB." Below this is a link: "For more information on supporting documentation, including who can certify your documents, please review the Provision of Entry Requirement Documents published on our website <https://www.kaplanprofessional.edu.au/facts/entry-requirements/>". The form has four sections, each with an upload button: "Photo Identification Document", "Certified Academic Transcript", "Certified Testamur", and "Other". At the bottom is a large blue button labeled "Confirm & Continue".

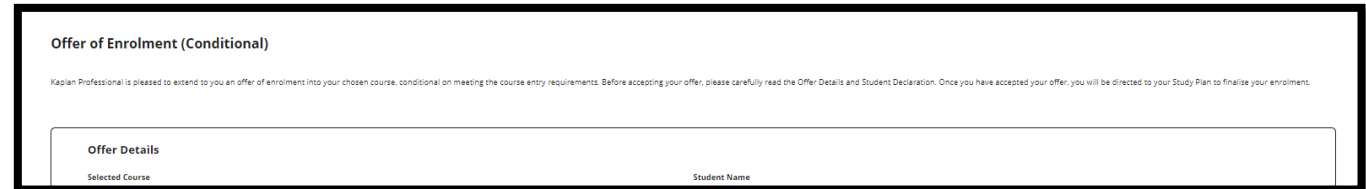
The screenshot shows a section titled "Uploaded Files" with the instruction: "To view the complete file, please download and open it." Below this, a file named "IMG-7937.jpg" is listed. To the right of the filename are two icons: a download icon and a trash bin icon. At the bottom is a large blue button labeled "Confirm & Continue".

The screenshot shows a section titled "Submit Application". It contains a declaration: "By submitting this electronic enrolment, I declare that the information I have provided, to the best of my knowledge, is true and correct." Below the declaration is a large blue button labeled "Submit Application".

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Offer of Enrolment

Please read through the conditional offer of enrolment before progressing to the Student Declaration and Consent

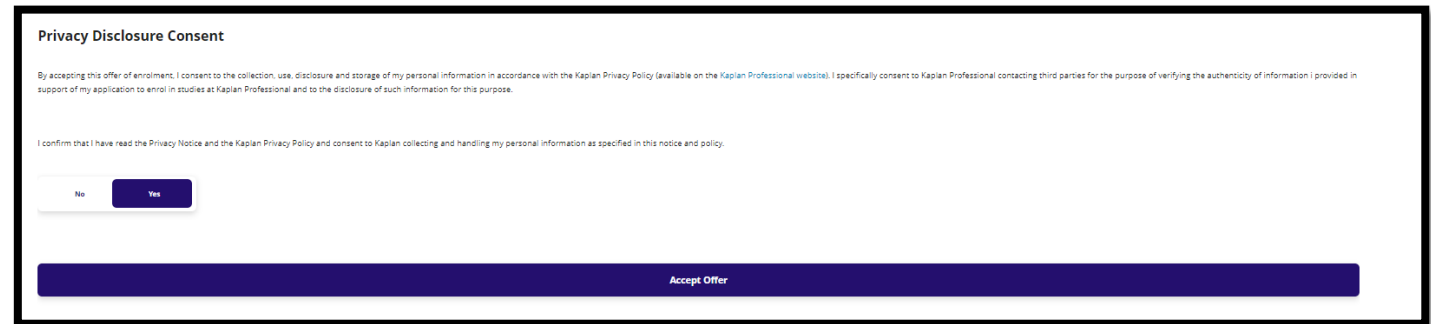


Student Declaration and Consent

Click on **“Yes”** to make it blue

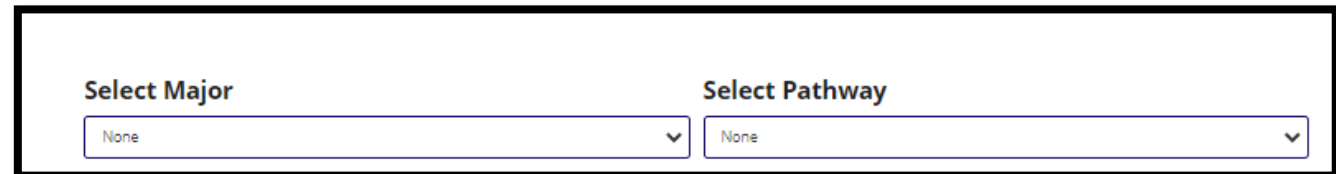
Click on **“Accept Offer”**

You will be sent an email with a copy of the Conditional Offer you have just accepted for your records



Plan your study

Select your **Major** and select your **Pathway** from the drop down box(es) if you have one



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Select subject(s)

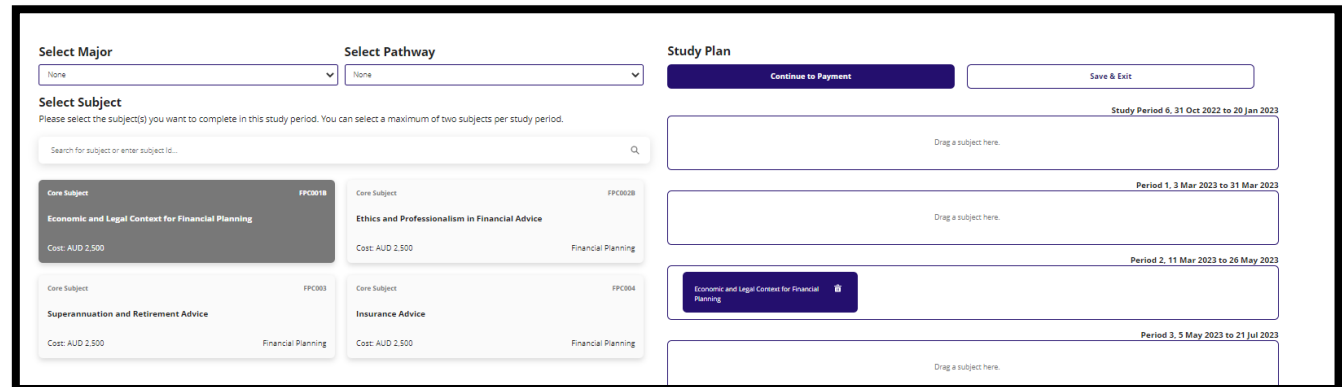
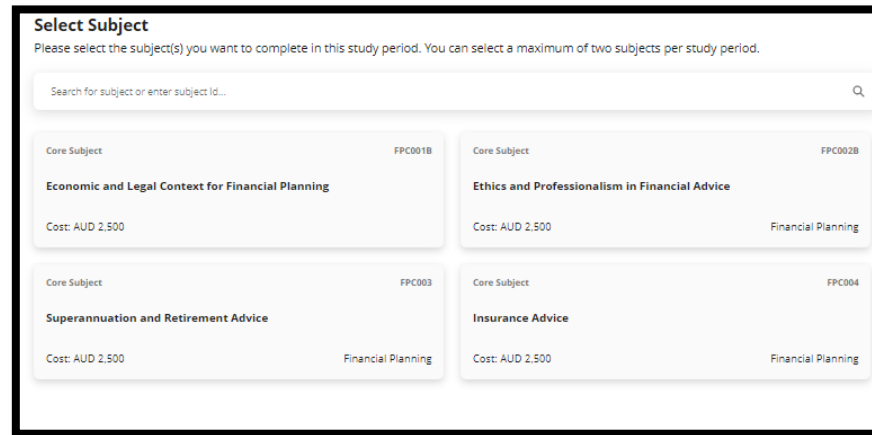
Choose the subject(s) you want to complete in a study period/in different study periods available to enrol into.

You can search for a subject/subjects in the search field by typing in the name, or code, or key words and click on the magnifying glass or click on the subject(s) you wish to enrol into if it is appearing in the list below.

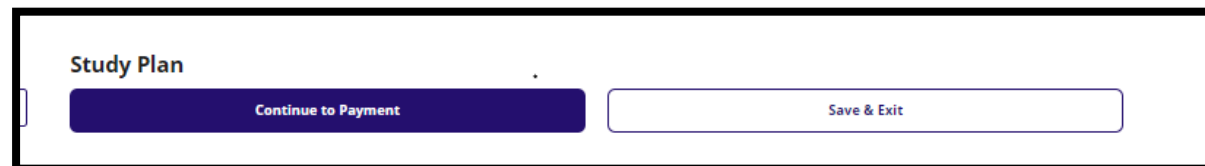
To add a subject/subjects to your Study Plan

Click and drag the subject(s) to the study period you want to enrol into.

If the subject is not available for that study period an alert will appear at the top of the Study Plan in red.



When you are ready click “Continue to Payment”



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Payment Summary

A summary of the course/subject(s) you want to enrol into will appear on the right hand side of your screen.

To view more details, click on the arrow on the right hand side under **Current Subjects** and/or **Future Subjects**

You will need to select the subject(s) you wish to pay for from here by ticking the box next to the subject name

Payment Summary (0 subjects)

Current Subjects ▼

Future Subjects ▼

Subject(s) Tuition Fees (Excl. Tax) AUD 0.00

Tax AUD 0.00

Total Payable Amount AUD 0.00

Payment Summary (0 subjects)

Current Subjects ▲

Future Subjects ▲

- FPC001B Economic and Legal Context for Financial Planning Retail price (Excl. Tax) : AUD 2,500
Period 2, 2023 FEE-HELP Available
- FPC008 Investment Advice Retail price (Excl. Tax) : AUD 2,500
Period 2, 2023 FEE-HELP Available

Subject(s) Tuition Fees (Excl. Tax) AUD 0.00

Tax AUD 0.00

Total Payable Amount AUD 0.00

Payment Summary

Current Subjects

Future Subjects ▲

- FPC001B Economic and Legal Context for Financial Planning Retail price (Excl. Tax) : AUD 2,500
Period 2, 2023 FEE-HELP Available
- FPC008 Investment Advice Retail price (Excl. Tax) : AUD 2,500
Period 2, 2023 FEE-HELP Available

Subject(s) Tuition Fees (Excl. Tax) AUD 5,000.00

Tax AUD 0.00

Total Payable Amount AUD 5,000.00

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Provide Promotional code(s) if applicable

If you input a Preferred Customer Code, Kaplan Professional may disclose your results and other course/subject related student personal information to the organisation associated with the code being applied.

In the Preferred Customer (PC) Code field (top row), enter the following code for the FAAA:

PC-NWV182

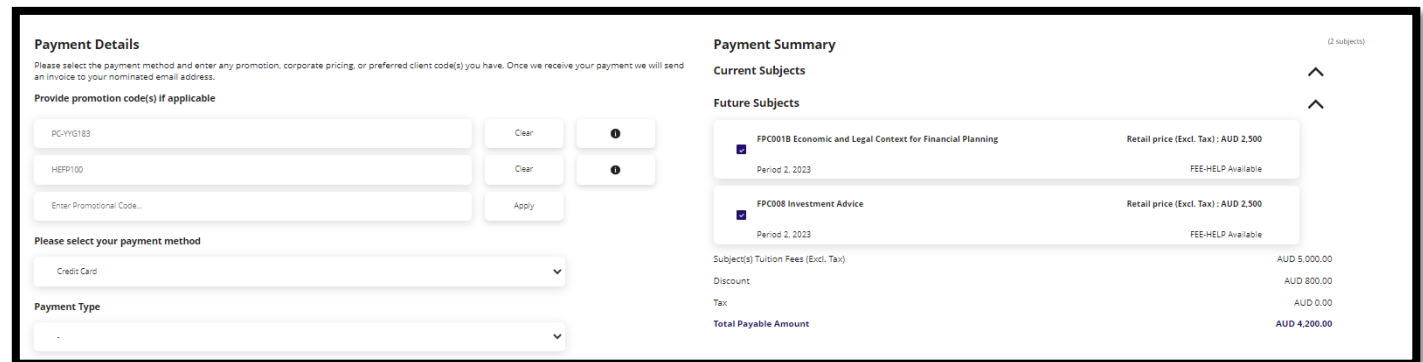
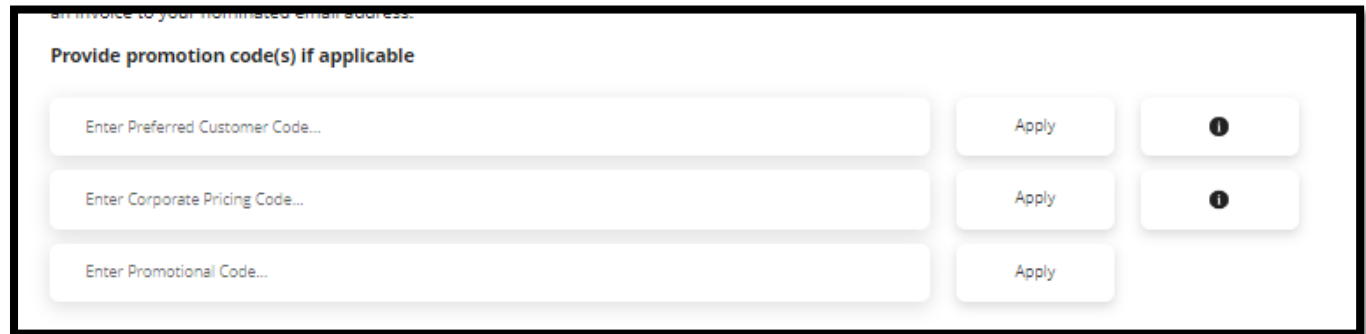
Note: The exact code is required (case sensitive) including leading letters and hyphen)- be sure to not have any spaces at the start or end of the code

In the Corporate Pricing Code field (second row), enter the following code for the FAAA:

FAAAMFP24

Note: The exact code is required (case sensitive) including leading letters and hyphen).

Click 'Apply' and the price appearing on the right hand side should go down.



Current Subjects	
FPC001B Economic and Legal Context for Financial Planning	Retail price (Excl. Tax): AUD 2,500
Period 2, 2023	FEE-HELP Available
Future Subjects	
FPC008 Investment Advice	Retail price (Excl. Tax): AUD 2,500
Period 2, 2023	FEE-HELP Available

Payment Summary	
Subject(s) Tuition Fees (Excl. Tax)	AUD 5,000.00
Discount	AUD 800.00
Tax	AUD 0.00
Total Payable Amount	AUD 4,200.00

Kaplan will not provide a credit/refund of the difference to you if codes are not used correctly at the time of enrolment.

In the event you do not see a price change (or an incorrect price change) once a PC code/Corporate Pricing code has been applied please call 1 300 662 203 and select "Option 2" for assistance with enrolling.

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Payment Details

Select the payment method and type using the drop down arrows on the right hand side.

Please select your payment method

Credit Card

Payment Type

VISA

Accept the Terms and Conditions and Refund Policy by clicking on **“Yes”** to make it blue.

Click **“Finalise”** if you are ready to make the payment or **“Save and Exit”** if you wish to continue your application at a later stage or **“Return to Plan Study”** if you wish to add more subjects to your Study Plan.

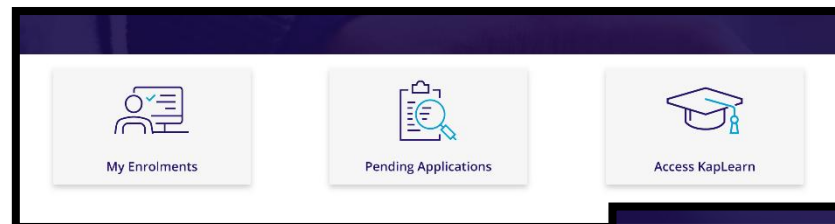
I accept the Terms and Conditions and Refund Policy.

No Yes

Finalise Save and Exit Return to Plan Study

To Finalise a saved enrolment that has not yet been paid for

From your Home tab, click on Pending Applications



Click **“Continue”** for the enrolment you wish to finalize.

Double check the details for the course, the fees, and if any promotional codes have been applied.

My Applications

▲ Graduate Diploma of Applied Finance			
Course Code	Name	Status	Creation Date
GDAP	Graduate Diploma of Applied Finance	Conditional offer accepted	20/09/2023
			<input type="button" value="Continue"/> <input type="button" value="Cancel"/>

▲ Graduate Certificate in Financial Planning (GCFP19)			
Course Code	Name	Status	Creation Date
GCFP	Graduate Certificate in Financial Planning (GCFP19)	Conditional offer accepted	20/09/2023
			<input type="button" value="Continue"/> <input type="button" value="Cancel"/>

▲ Master of Financial Planning (MFP19)			
Course Code	Name	Status	Creation Date
MDFP	Master of Financial Planning (MFP19)	Application in progress	20/09/2023
			<input type="button" value="Continue"/> <input type="button" value="Cancel"/>

▲ Graduate Diploma of Financial Planning			
Course Code	Name	Status	Creation Date
GDPP	Graduate Diploma of Financial Planning	Application in progress	20/09/2023
			<input type="button" value="Continue"/> <input type="button" value="Cancel"/>

HOW TO ENROL USING A PC CODE/CORPORATE PROMOTIONAL CODE TO ENROL INTO HIGHER EDUCATION RELATED STUDIES

Select the payment method and type using the drop down arrows on the right hand side.

For Credit Card Payment:

Accept the Terms and Conditions and Refund Policy by clicking on **“Yes”** to make it blue.

Click **“Go to Payment Gateway”**

If you have selected to pay by card, you will be taken to a secure payment gateway to complete the payment by entering your card details and clicking on **“Next”**

Do not refresh or change the page while you wait for the payment to process.

Once the payment has been processed it will say your transaction has been approved and you will be emailed a receipt.

Click **“Return to Merchant Site”**



Please select your payment method

Credit Card

Payment Type

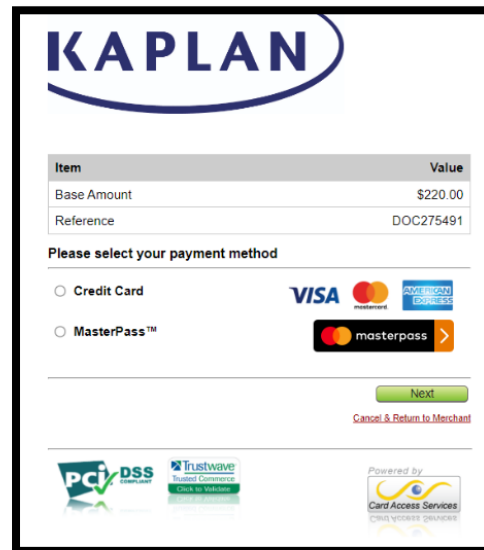
VISA



I accept the Terms and Conditions and Refund Policy.

No Yes


Go to Payment Gateway Save and Exit




KAPLAN

Item	Value
Base Amount	\$220.00
Reference	DOC275491

Please select your payment method

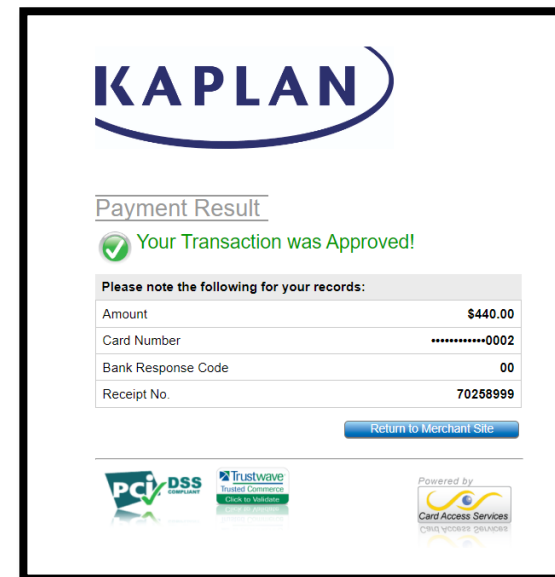
Credit Card 

MasterPass™ 

Next

Cancel & Return to Merchant

PCI DSS COMPLIANT Trustwave Trusted Commerce Click to Validate Powered by Card Access Services



KAPLAN

Payment Result

✔ Your Transaction was Approved!

Please note the following for your records:

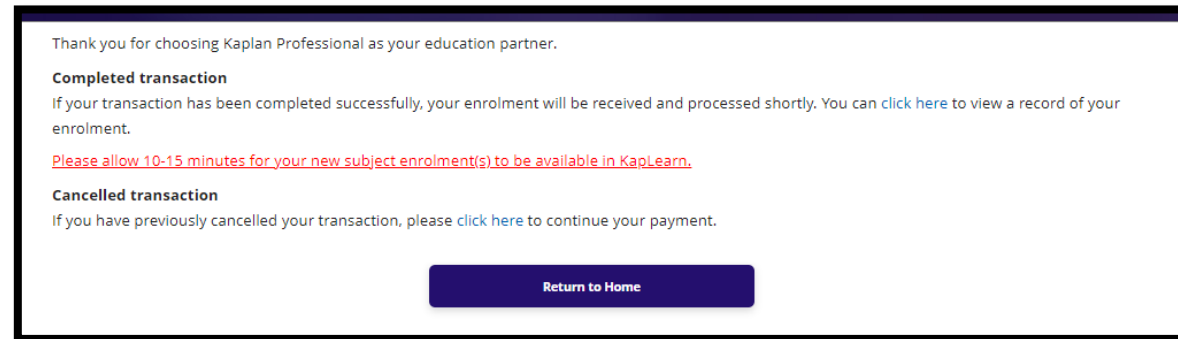
Amount	\$440.00
Card Number	*****0002
Bank Response Code	00
Receipt No.	70258999

Return to Merchant Site

PCI DSS COMPLIANT Trustwave Trusted Commerce Click to Validate Powered by Card Access Services

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Click **“Return to Home”**



Thank you for choosing Kaplan Professional as your education partner.

Completed transaction
If your transaction has been completed successfully, your enrolment will be received and processed shortly. You can [click here](#) to view a record of your enrolment.

[Please allow 10-15 minutes for your new subject enrolment\(s\) to be available in KapLearn.](#)

Cancelled transaction
If you have previously cancelled your transaction, please [click here](#) to continue your payment.

[Return to Home](#)

For BPay

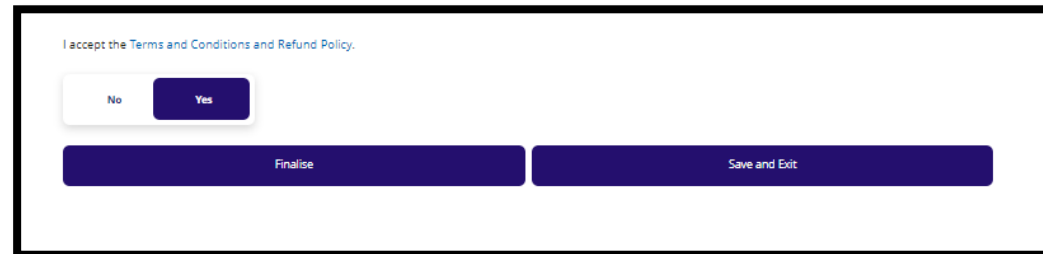
If you have selected to pay by BPay

Accept the Terms and Conditions and Refund Policy by clicking on **“Yes” to make it blue.**

Click **“Finalise”**

You will receive an email with an invoice shortly. To finalize payment follow the instructions on the invoice PDF.

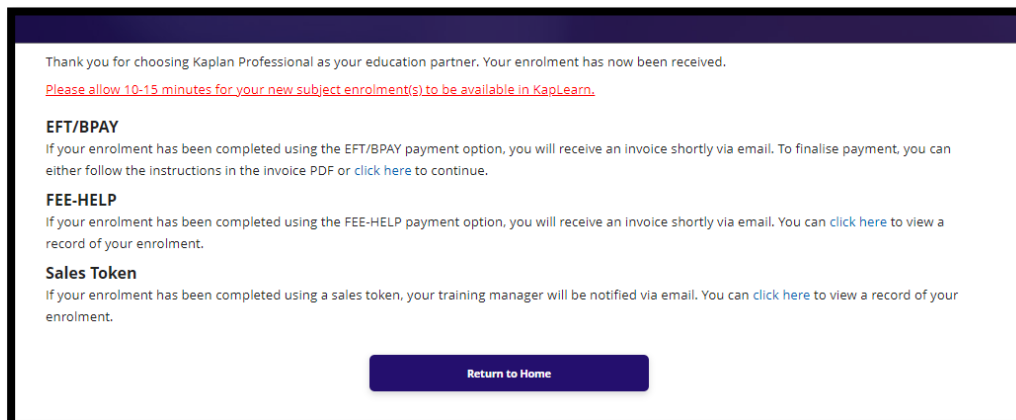
Click **“Return to home”**



I accept the [Terms and Conditions and Refund Policy.](#)

No Yes

[Finalise](#) [Save and Exit](#)



Thank you for choosing Kaplan Professional as your education partner. Your enrolment has now been received.

[Please allow 10-15 minutes for your new subject enrolment\(s\) to be available in KapLearn.](#)

EFT/BPAY
If your enrolment has been completed using the EFT/BPAY payment option, you will receive an invoice shortly via email. To finalise payment, you can either follow the instructions in the invoice PDF or [click here](#) to continue.

FEE-HELP
If your enrolment has been completed using the FEE-HELP payment option, you will receive an invoice shortly via email. You can [click here](#) to view a record of your enrolment.

Sales Token
If your enrolment has been completed using a sales token, your training manager will be notified via email. You can [click here](#) to view a record of your enrolment.

[Return to Home](#)

HOW TO ENROL USING A PC CODE/CORPORATE PROMOTIONAL CODE TO ENROL INTO HIGHER EDUCATION RELATED STUDIES

When you are ready to start your studies

Once payment has been made in full and receipted, you can access your studies by clicking on **“Access Kaplearn”**

