

# Domestic Student Application Form

## STUDENT INFORMATION

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):		Please tick as appropriate <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified	
First name(s)		Last name	
Current address*			Country
Suburb	State	Postcode	
Mobile		Telephone	
E-mail			
Date of birth (dd/mm/yyyy)		Country of birth	Country of citizenship

\*Kaplan Business School requires your current address. If it is not supplied, your application cannot be processed.

## COURSE SELECTION

Planned completion <input type="checkbox"/> Standard <input type="checkbox"/> Accelerated (Accelerated requires completion of 4 subjects per trimester)	
<b>Undergraduate</b> <input type="checkbox"/> Diploma of Business <input type="checkbox"/> Bachelor of Business <input type="checkbox"/> Bachelor of Business (Accounting) <input type="checkbox"/> Bachelor of Business (Marketing) <input type="checkbox"/> Bachelor of Business (Hospitality and Tourism Management) <input type="checkbox"/> Non-award study: Single subject <input type="checkbox"/> Cross Institutional Study	<b>Postgraduate</b> <input type="checkbox"/> Graduate Certificate in Accounting <input type="checkbox"/> Master of Accounting <input type="checkbox"/> Master of Professional Accounting <input type="checkbox"/> Graduate Certificate in Business Administration <input type="checkbox"/> Graduate Diploma of Business Administration <input type="checkbox"/> Master of Business Administration <ul style="list-style-type: none"> <li><input type="checkbox"/> No specialisation</li> <li><input type="checkbox"/> Specialisation: Entrepreneurship</li> <li><input type="checkbox"/> Specialisation: International Leadership</li> <li><input type="checkbox"/> Specialisation: Health Services Management</li> <li><input type="checkbox"/> Specialisation: Digital Management</li> <li><input type="checkbox"/> Specialisation: Project Management</li> </ul> <input type="checkbox"/> Non-award study: Single subject <input type="checkbox"/> Cross Institutional Study

## COURSE INTAKE

Preferred intake <input type="checkbox"/> March <input type="checkbox"/> July <input type="checkbox"/> November	Year of commencement	Mode of study <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
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## PREFERRED CAMPUS

Study location <input type="checkbox"/> Adelaide <input type="checkbox"/> Brisbane <input type="checkbox"/> Melbourne <input type="checkbox"/> Sydney <input type="checkbox"/> Online
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## ENGLISH PROFICIENCY

Have you studied at secondary level with English as the language of instruction? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**PREVIOUS EDUCATION**

Name of institution	Location of institution	Years attended	Award received
1.			
2.			
3.			

**WORK EXPERIENCE**

Employer	Location	Years employed (e.g. 2009 - 2013)	Position
1.			
2.			
3.			

**HOW DID YOU HEAR ABOUT KAPLAN BUSINESS SCHOOL?**

☐ Exhibition
 ☐ Web
 ☐ Agent
 ☐ Family/Friend
 ☐ Other: \_\_\_\_\_

**SUPPORTING DOCUMENTATION**

Please provide certified copies of supporting documentation:

- ☐ Certified copies of your academic transcript(s) and certificate(s)  
☐ Identification – Copy of your passport OR birth certificate and photo ID (i.e. License)

**RECOGNITION OF PRIOR LEARNING**

Do you wish to apply for recognition of prior learning?

- ☐ Yes
 ☐ No

If yes, please download and complete an Application for Recognition of Prior Learning form available online at [www.kbs.edu.au/student-forms](http://www.kbs.edu.au/student-forms), attach your academic transcript, course syllabus and course details and submit with your application. Refer to the KBS Recognition of Prior Learning Policy.

**ADDITIONAL SERVICES**

Do you intend to pay your fees by utilising the Commonwealth Government FEE-HELP scheme?

- ☐ Yes
 ☐ No

If yes, please ensure that you complete a FEE-HELP application form and provide to your Kaplan representative.

**DISABILITY ASSISTANCE**

Do you have a disability which may affect your learning? e.g. vision, hearing, mobility, learning difficulties, medical or other conditions

- ☐ Yes
 ☐ No

If Yes, please detail separately. Answering this question will not affect your application—the information you provide will assist us in assessing how we can best cater for your needs.

**KAPLAN PRIVACY NOTICE**

Kaplan Business School understands and respects that privacy is important to you.

We collect personal information about you so that we can provide you with the services you have requested.

We may also use your information to improve our products and services and offer you our, or our partners' or suppliers', products and services which may be relevant to you.

We may disclose personal information about you in accordance with our Privacy Policy (available at [www.kbs.edu.au](http://www.kbs.edu.au)), including to your education agent and the Australian government.

Our privacy policy contains information about how you can access and correct the personal information we hold about you, or make a privacy complaint.

You may contact the Kaplan Privacy Officer ([privacy@kaplan.edu.au](mailto:privacy@kaplan.edu.au)) for more information.

In regard to promotional material, please indicate below.

- ☐ I do not want to receive communication in any format from Kaplan sent on behalf of its sponsors, partners or suppliers, or
- ☐ I do not want to receive communication in any format from Kaplan about its own publications, information and events.

**DECLARATION**

- ☐ I have read, understood and agree to be bound by the terms and conditions of enrolment detailed in the 2017 enrolment information and policies available online at [www.kbs.edu.au](http://www.kbs.edu.au).
- ☐ I declare that the information I have submitted is a true and complete record of all academic results I have received at each and every university and institution, which I have attended.
- ☐ I declare that I have read the instructions on this application form and that, to the best of my knowledge, the information provided by me is true and complete in every way.
- ☐ I acknowledge that Kaplan Business School may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me.
- ☐ I give permission to Kaplan Business School to verify or obtain records from other educational institutions that I have attended.

Student signature	Date
Parent/guardian first name and surname	Email of parent/guardian
Signature of parent/guardian (required if student is under 18 years old)	Date

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

# Important Information



## HOW TO APPLY

1. Complete the Application Form attached or apply online by visiting [www.kbs.edu.au](http://www.kbs.edu.au)
  2. Send the completed application form with certified\* copies of:
    - Passport
    - High School certificates and transcripts
    - Degree completion certificate + transcripts (if applicable)
    - Work experience details (if applicable)
- \* Please note that these documents must be certified by a Kaplan Business School representative or authorised education agent, a Public Notary or a Justice of the Peace in Australia.
3. Kaplan Business School will notify students after receiving the application whether they have been accepted or not. If accepted, students will receive an Offer of Study.
  4. To proceed with the enrolment, students will need to sign and return the Acceptance of Offer form and pay the fees as specified in the Offer of Study. Payment can be made directly to Kaplan Business School.

## 2017 KEY DATES

	Trimester 1	Trimester 2	Trimester 3
Orientation	15 - 16 March 2017	12 - 13 July 2017	08 - 09 November 2017
Start date	20 March 2017	17 July 2017	13 November 2017
End date	10 June 2017	07 October 2017	10 February 2018
SWOT Vac	12 - 16 June 2017	09 - 13 October 2017	12 - 16 February 2018
Exams	17 - 24 June 2017	14 - 21 October 2017	17 - 24 February 2018

### Study Breaks and Holidays

- Any holidays or study breaks must be approved
- Students wishing to take a trimester's leave from their studies may only do so over Trimester 3 (Summer) unless pre-approved
- The Student Experience team are able to assist students with choosing a suitable study plan

## 2017 COURSE FEES

**Tuition Fees** – These prices are stated in Australian dollars

	Subjects	Subject fee (AUD)	Fee (AUD)
Diploma of Business	8	\$1,650	\$13,200
Bachelor of Business	24	\$1,650	\$39,600
Bachelor of Business (Accounting)	24	\$1,650	\$39,600
Bachelor of Business (Hospitality & Tourism Management)	24	\$1,650	\$39,600
Bachelor of Business (Marketing)	24	\$1,650	\$39,600
Graduate Certificate in Accounting	4	\$2,260	\$9,040
Master of Accounting	16	\$2,260	\$36,160
Master of Professional Accounting	12	\$2,260	\$27,120
Graduate Certificate in Business Administration	4	\$3,050	\$12,200
Graduate Diploma of Business Administration	8	\$3,050	\$24,400
Master of Business Administration	12	\$3,050	\$36,600

Note: These course fees are for 2017 only and may be subject to change. Some additional services provided by Kaplan Business School may also attract fees. For more information visit [www.kbs.edu.au/domesticfees](http://www.kbs.edu.au/domesticfees)

### Additional Fees

	Fee (AUD)
Recognised Prior Learning Assessment (after enrolment finalised)	\$260
Deferral Fee	\$160

### FEE-HELP

FEE-HELP is available to eligible students. FEE-HELP is a loan program that will allow you to study while the Australian Government pays your tuition fees up to a lifetime limit. You will only be required to repay the loan once your income reaches the repayment threshold. Visit [studyassist.gov.au/sites/StudyAssist/](http://studyassist.gov.au/sites/StudyAssist/) for details. Youth Allowance and Austudy are also available.

Prices are correct at time of printing (November 2016) and are valid for courses starting in 2017. Kaplan has the right to change prices due to tax increases, governmental actions or other events beyond Kaplan's control. Course fees quoted are based on 2017 subject fees only and subject to change. All fees are stated in Australian Dollars. Fees may be subject to an annual increase each subsequent calendar year for the duration of the course. Fee increases are applied at the beginning of each calendar year.

## 1. GENERAL TERMS & CONDITIONS

These Terms and Conditions are applicable to all students studying at Kaplan Business School Pty Ltd ABN 86 098 181 947 CRICOS 02426B (KBS), a registered higher education provider on the Tertiary Education Quality and Standards Agency National Register of Higher Education Providers (PRV 12094).

1.1. Policies and procedures: All Kaplan Business School (KBS) students are subject to the policies and procedures that are published on our website (<http://www.kbs.edu.au/current-students/student-policies/>) and in the KBS student handbook, including those dealing with student misconduct, assessment, progression, enrolment deferral and cancellation, complaints and appeals, and refund. Students must review these policies and procedures, and ensure they understand and comply with the most up to date version of our policies and procedures.

1.2. Late arrivals, vacations and absences: All students are expected to attend class from the first day of their course. No refund is given for time missed due to arrivals after the published course commencement date, vacations, absences or public holidays. Such periods of absence will not be replaced by a free extension of any course. No refunds or substitutions will be made for classes missed due to exams, excursions, first day orientation or other obligations that fall outside the normal teaching schedule. Classes are not held, and many campus facilities are closed, on public holidays. All published course dates start on a Monday, but if the Monday is a public holiday, the course start will fall on the Tuesday. Students may not be able to commence their course if they fail to attend the first 2 weeks.

1.3. Campus facilities: Students are advised that campus facilities may not be available during study breaks. Details are available from the Student Services Team or Reception.

1.4. Placement: KBS reserves the right to place a student into the most appropriate class, and to postpone subjects to the following study period where there is an insufficient number of students for that subject.

1.5. Course changes: KBS has the right to change course dates, course curricula, tutors and programs at any time at its discretion. However, in cases where the course is rescheduled before the first class and the new date is unacceptable to the student, all unused tuition fees will be refunded.

1.6. Tuition fees: The student or student's family agrees to pay the annual tuition fee and any additional charges in accordance with the fee schedule available on our website [www.kbs.edu.au](http://www.kbs.edu.au). Any refund is made in accordance with the KBS refund policy (available at <http://www.kbs.edu.au/current-students/student-policies/>). Tuition fees include lessons, orientation, use of computer facilities and internet quota, placement and progress testing and a KBS certificate upon successful completion of the course. KBS reserves the right to withhold the granting of a certificate attained by a student if tuition fees or any other fees remain outstanding. All fees are published on our website [www.kbs.edu.au](http://www.kbs.edu.au) and tuition fees can be found in the fee schedules.

1.7. Late payment: A fee of AUD 260 applies for unpaid accounts after the date the payment was due. KBS reserves the right to institute debt recovery action on any unpaid accounts, which may affect the student's credit record.

1.8. Books and learning materials: Students may be required to purchase textbooks, workbooks, stationery, software and other required learning materials at an additional cost. Details of any additional costs are in the KBS Student Handbook or the relevant course or unit outline.

1.9. Additional services: Any additional services (such as travel, telephone costs, excursions, medical costs, special diet, non-KBS exams and enrolment amendments) are not included in any fees unless specifically stated on a valid invoice from KBS. Students wishing to arrange homestay accommodation and/or airport transfer can obtain further information from [www.kbs.edu.au](http://www.kbs.edu.au).

1.10. Privacy: Personal information collected by KBS, which identifies a student and information regarding a student's course progress and attendance may be shared by KBS with the Australian government, or State and Territory governments, and their designated authorities, the Tuition Protection Service, the agent that recruited the student (unless specifically excluded), the students' parents (if under 18), KBS staff and contractors, and related body corporates of KBS and their staff and contractors. This information may include personal and contact details, course enrolment details and changes, course results, and the circumstance of any suspected breach by the student of a visa condition. KBS's Privacy Policy complies with the Privacy Act 1988 (Cth) when dealing with personal information. For further information please review the Privacy Policy (at <http://www.kbs.edu.au/current-students/student-policies/>) or contact our Privacy Officer at [privacy@kaplan.edu.au](mailto:privacy@kaplan.edu.au).

1.11. Medical costs: KBS is hereby authorised to seek medical treatment should KBS or a staff member acting on their behalf consider such action necessary for a student. The student agrees to indemnify KBS for any expense, loss, damage or liability whatsoever suffered or incurred as a result of authorising and arranging such emergency medical treatment.

1.12. Photography, filming and sound recording: KBS or its representatives may arrange to photograph or shoot video footage of students for promotional or marketing purposes, in print and/or online, at any time. Any student who does not wish to participate should advise us at the time of booking and state at the time of the photographing or video shooting their wish not to participate.

## 2. DEFERRAL POLICY

2.1. A student may apply to defer their studies on the grounds of exceptional circumstances such as their own ill health or that of a very close relative. All applications for deferral from a course of study must be made in writing or using the deferral form available from KBS. Students should refer to the Changes of Enrolment policy (available at <http://www.kbs.edu.au/current-students/student-policies/>) for details of the circumstances in which their enrolment may be deferred, suspended or cancelled, before submitting their application. An administration fee of AUD 160 is required for processing a deferral application.

## 3. REFUND POLICY

3.1. KBS's refund policy is available at <http://www.kbs.edu.au/current-students/student-policies/>. All students must read the refund policy before accepting an offer of admission from KBS. Students requesting a refund are required to do so in accordance with the KBS refund policy. Approved refunds are paid in Australian dollars into the bank account nominated on the refund form. All refund requests will be responded to in writing, and approved refunds will be paid within 14 days of written notification by KBS. For under 18 students, refunds will be paid to the parent(s) or guardian(s) of the student unless KBS receives written approval from a parent or guardian consenting for the refund to be paid directly to the student. Tuition fees are not transferable to other students.

3.2. Students should note, under the KBS refund policy, that certain other fees are non-refundable before their course commences including any accommodation placement fee and airport pick up fee. Students should also note certain other fees are not refundable after the course commences including library or facility fees, health insurance fees and administration fees such as courier fees, course transcript fees and late fees. In all cases, the enrolment fee, medical insurance and/or health cover costs (to date), courier and any other service fees (such as the accommodation placement fee) are non-refundable.

3.3. Students that are accessing a FEE HELP loan from the Australian government, who wish to withdraw from their course, must do so in writing before the published census date for the course. Failure to do so may result in the student incurring a debt to the Australian government. Further information is available at <http://studyassist.gov.au/sites/StudyAssist/>.

3.4. Refunds of unspent tuition fees are payable if:

- KBS is unable to provide the course offered to the student, in which case, all unspent tuition fees paid to KBS by the student will be refunded (see protection of student fees below for further information);

- An offer of enrolment is withdrawn by KBS for any reasons other than the student has supplied incorrect or incomplete information to the School at the time of enrolment;

- An Australian student visa application by the student is refused at any time (whether before or after the student has commenced their course) and the student has provided satisfactory evidence (such as the visa refusal letter from DIBP) to KBS. Where a student visa application is rejected before the published course commencement date, all course fees paid to KBS will be refunded less the administration fee of AUD 285. Where a student visa application is rejected after the published course commencement date, unspent tuition fees paid to KBS will be refunded and non-tuition fees paid to KBS will not be refundable;

- The student withdraws from the course before the published census date (in the case of domestic students)

- The student has submitted an Application to Withdraw form from their course and this has been approved by KBS (in the case of international students); or

- Approval of an Australian student visa is delayed for reasons beyond the student's control resulting in the student being unable to commence their course at KBS, and the student has provided satisfactory evidence to KBS that their visa has been delayed for those reasons.

3.5. Partial tuition fee refunds are payable to students before the published course start date as follows:

- 90% of the first trimester's tuition fee\* (as specified in the student's offer letter) is refundable if the student's enrolment is withdrawn or cancelled by KBS because the student provided incorrect or incomplete information to KBS at the time of enrolment;

- 80% of the first trimester's tuition fee\* (as specified in the student's offer letter) is refundable if the student notifies KBS of their decision not to enrol at least four (4) weeks before the published course commencement date; or

- 50% of the first trimester's tuition fee\* (as specified in the student's offer letter) is refundable if the student notifies KBS of their decision not to enrol at least seven (7) days before the published course commencement date.

\*Where a student has paid less than the specified first trimester's tuition fee upon enrolment, and the student cancels their enrolment, a refund will be calculated as a proportion of the full first trimester's tuition fee (refer to the KBS Refund Policy for further details). Any amounts greater than the first trimester's tuition fee paid upon enrolment will be refundable in full.

3.6. No refund is payable if:

- KBS receives withdrawal or cancellation for a student less than seven (7) days before the published course commencement date (for international students) or the published census date (for domestic students) of the student's course;

- A student withdraws or cancels their enrolment on the day of or after the published course commencement date (for international students) or course census date (for domestic students). In this case, the student is liable to pay the full tuition fee of the first trimester of the course and any expenses, costs or disbursements incurred in recovering the tuition fee;

- These Terms and Conditions are breached by the student, including any breach of a KBS policy;

- The student's enrolment is cancelled by KBS, including cancellation caused by a breach of student visa conditions or student misconduct; or

- The student's visa is refused by DIBP due to the submission of fraudulent documents by or on behalf of the student.

In any of the above cases, KBS may choose to grant a refund if there are compelling, compassionate or exceptional circumstances, which can be verified by the student with satisfactory evidence provided to KBS.

3.7. Protection of student fees: In the unlikely event that KBS is unable to deliver a course in full, students enrolled in that course will be offered a refund of all unspent tuition fees which were received by KBS. This refund will be paid within 14 days of the day on which the course ceased being provided. Alternatively, within 14 days, students may be offered enrolment in an alternative course at no extra cost. Students have the right to choose

## 2017 TERMS & CONDITIONS

whether they would prefer a refund of their unspent tuition fees or to accept a place in another course. If a student chooses to be placed into another course, the student will be issued a new offer letter and enrolment agreement with their new provider, in place of their enrolment documentation issued by KBS.

If KBS is unable to provide a refund or place a student into an alternative course in accordance with the ESOS Act and National Code, then the Tuition Protection Service (TPS) will assist students in finding an alternative course or to obtain refunds if a suitable alternative course is not found. Further information concerning the TPS can be found at [www.tps.gov.au](http://www.tps.gov.au).

3.8. Students that cancel their enrolment may not be eligible to receive a certificate for a partially completed course from KBS.

### 4. INTERNATIONAL STUDENTS

4.1. Visa information: It is the responsibility of the student to arrange all applicable travel permits or visas and to have a valid passport for the whole period of study. The student may be asked to make payment for the first study period before any of their visa documentation is issued. Visa application forms (Confirmation of Enrolment) may not be issued by KBS until payment for the first study period has been received and the enrolment agreement has been signed and returned by the student. The enrolment agreement includes reference to the pre-arrival information and grievance procedures information and can be found on our website [www.kbs.edu.au](http://www.kbs.edu.au).

4.2. Student visa obligations: Student visa holders are required to maintain compliance with all applicable visa conditions including providing KBS with a current residential address and telephone number at all times, maintaining satisfactory academic progress and attending a minimum of 80% of their course. Students that fail to commence their enrolled course or fail to meet the requirement for 80% attendance or satisfactory academic progress may be reported to the Department of Immigration and Border Protection (DIBP). Any school-aged dependents accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

4.3. Health insurance: Health insurance is compulsory for student visa holders and their accompanying family members. Students are required to provide proof of health insurance at the time of their enrolment. Students will not receive Confirmation of Enrolment until they have obtained satisfactory health insurance for the length of their visa. The Australian government requires all students on student visas to join the Overseas Student Health Cover (OSHC) scheme, a health insurance plan for overseas students in Australia. Students must ensure that payment is made for compulsory OSHC before their visa is issued and that the insurance provides adequate coverage for the duration of the student's visa.

4.4. Codes of practice: KBS abides by the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code) and the Educational Services for Overseas Students Act 2000 (Cth) (ESOS Act). Further information about the National Code can be obtained at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>.

4.5. Living expenses: Migration regulations in Australia require international students to show evidence that they can contribute to the cost of living and studying in Australia. Further information can be obtained at [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au) or [www.immi.gov.au](http://www.immi.gov.au).

### 5. CONSUMER PROTECTION

5.1. Agreement to these Terms and Conditions, and the availability of complaints and appeals processes, does not remove the right of a student to take action under Australia's consumer protection laws, or their right to pursue other legal remedies under Australian law.

5.2. Students will be advised of any changes to these Terms and Conditions that may result from a directive of the governing body of KBS, or government legislation. Any dispute, claim or other matter arising will be subject to the laws of New South Wales.

### 6. DECLARATION

Upon submitting an application to KBS, and subsequently undertaking any study at KBS, the student (or their authorised representative on the student's behalf – if the student is under 18 years of age):

6.1. Declares that the information provided in their application form is true and complete in every detail.

6.2. Understands that giving false or incomplete information may lead to the refusal of their application or cancellation of their enrolment.

6.3. Has read and understood the published information in the KBS course information brochure and on the KBS website and has sufficient information about KBS to enrol.

6.4. Authorises KBS to retain their photo image for identification purposes and consents to the use of any photographs or video footage taken of the student for promotional or marketing purposes, without further consent or notification.

6.5. Authorises KBS to provide any other educational institutions to which the student is seeking admission, any required relevant official records. The student also gives KBS permission to obtain official records from any educational institution the student has attended once their studies at KBS have finished.

6.6. For international students, the student understands that KBS will collect information during their enrolment in order to meet its obligations under the ESOS Act and the National Code, and to ensure the student complies with the conditions of their visa and the student's obligations under Australian immigration laws. The authority to collect information is contained in the ESOS Act, ESOS Regulations and the National Code. The international student authorises KBS to provide information including personal and contact details, course enrolment details, and the circumstances of any suspected breach of their student visa conditions to the Australian Government, the Tuition Protection Service (if relevant) and any other designated authorities. The student also understands that this information can be disclosed without their consent where KBS is authorised to or required to by law.

6.7. Understands that information collected during their enrolment will be handled in accordance with the Privacy Policy, and may be stored on a server controlled by a third party whether in Australia or otherwise (<http://www.kbs.edu.au/current-students/student-policies/>).

6.8. Accepts liability for payment of all relevant fees identified in these Terms and Conditions, the KBS course information brochure and on the KBS website. The student also understands the circumstances in which refunds will not be applicable as set out in these Terms and Conditions, including the KBS refund policy, and that fees may increase with written notification from KBS during the course. For international students, the student has also read the information provided in relation to living expenses and they understand that the cost of living in Australia may be higher than in their own country, and the student confirms that they can meet those costs.

6.9. Understands and agrees to abide by all KBS policies and procedures (available at <http://www.kbs.edu.au/current-students/student-policies/>).

6.10. Agrees to notify KBS, in writing, of their change of address in writing within 7 days of moving.