Late Re-enrolment Application Form

General information
Given the intensive nature of the Diploma program, Monash College is committed to the expectation that all students start their trimester studies on time. Students who have not re-enrolled by the reenrolment period will be at serious risk of losing their place and must apply for re-admission by completing this form.

This form is only to be used by continuing Diploma students who failed to re-enrol for the current trimester on time.

Students who have not re-enrolled by the re-enrolment period and have lost their place must apply to be re-admitted by completing this form.

Late fine
A late fee of $325 AUD needs to be paid and the receipt attached to this form. If your application is rejected, the late re-enrolment fee of $325 will be refunded in full.

Supporting Documentation
Supporting documentation explaining the exceptional circumstances that prevented you from re-enrolling on time must be provided.

In most cases, you may be requested to attend a re-enrolment interview with the Manager, Student Administration.

Approval
The Student Administration office will advise you if your application has been approved by sending an email to your Student email address within two working days of lodgement of application. It is your responsibility to check the Monash email address and commence attending classes if re-enrolment has been approved. Students are not to assume that late re-enrolment has been granted without receipt of this email confirmation.

Re-enrolment
Once approved, Student Administration will re-enrol you in units for the current trimester.

Closing Dates
For details on closing dates, please refer to Important Dates on the following web site: http://www.monashcollege.edu.au/courses/diplomas/calendar-fees.html

Lodgement of applications
Applications must be submitted to the Student Enquiries counter, 49 Rainforest Walk, Clayton Campus

Privacy statement
The information on this form is collected for the primary purpose of assessing your application. Other purposes of collection include the creation of a record on the student database, attending to administrative matter, corresponding with you and statistical analyses. If you choose not to complete all the questions on this for, it may not be possible for Monash College to assess your application. Personal information may also be disclosed to relevant educational institutions for the verification of your qualifications. You have the right access personal information that Monash College holds about you, subject to legislation by contacting the Monash College Pty Ltd Privacy Officer via email privacy@monashcollege.edu.au

RECEIVED

Please retain this copy as a proof that your application has been submitted

Student ID number: ____________

Staff Signature: ____________________________
A late fee of $325 AUD needs to be paid for this application to be processed.

Section A: Student Details

Student ID: ____________________________
Family Name: __________________________
Given Name(s): _________________________
Date of Birth: _______________ Mobile Number: _____________________

Section B: Details of Current Enrolment

Course Code: ________ Course Title: _______________________
Campus: _____________________________
Units to add: __________________________

Section C: Reason/s for failing to re-enrol on time; must attach supporting documentation

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Section D: Student Declaration

I declare that the information provided by me is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the processing of my application.

Signature: ___________________________ Date: ____________________

Office Use Only

☐ Approved ☐ Rejected
Comments: _________________________________________________________

Authorised Signature: ___________________________ Title: Manager, Student Administration

☐ Student notified Email ___________________________ ☐ Enrolment keyed Date: ______________

The information on this form is used for the primary purpose of processing your request. Other purposes for collection include: correspondence, administrative matters, statistical analysis, compliance and legislative reporting requirements. If you do not complete all the questions on this form, it may not be possible to process your request. You have the right to access personal information that Monash College holds about you, subject to legislation, by contacting the Monash College Privacy Officer via email privacy@monashcollege.edu.au