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 Re-enrolment fee
A Late Re-enrolment fee of $325 AUD needs to be paid. If your application is rejected, the late re-enrolment fee of $325will 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 Team 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.

Monash College Enrolment Policy
Students can access the Monash College Enrolment Policy at the following link https://www.monashcollege.edu.au/information-for/policies-procedures/enrolment-and-progression

Closing Dates
For details on closing dates, please refer to Important Dates on the following website:https://lms.monashcollege.edu.au

Lodgement of applications
Applications must be submitted to the Student Admin 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

How to pay the Late Re-enrolment fee
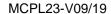*Step 1:* go to https://pay.monashcollege.edu.au/student-administration/menu
Step 2: Select Administrative Fees
Step 3: Complete the form and select Add to Cart
Step 4: Select Process Payment and choose the Payment Method
Step 5: Once the payment is successful, enter the receipt no. in Section D of this form and submit your form at Student Admin Counter.

RECEIVED

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

Student ID:							

Staff Signature:

MONASH College

Late Re-enrolment Application Form

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.

Receipt No: _____   Signature: _____   Date: _____/_____/_____

Office Use Only

☐ Approved   ☐ Rejected

Comments _____

_____

Authorised Signature: _____   Title: Manager, Student Administration

☐ Student Notified by email   ☐ Enrolment Keyed   Date: _____