



Cross-institutional study application form

Cross-institutional enrolment

If you are currently enrolled in a degree program at another recognised tertiary institution, you may apply to study single units on a cross-institutional basis.

Applicants must complete Section B, which requires a supporting letter of approval from their home institution.

You will not be enrolled in a Monash University degree program and will not receive an award at the completion of study, however you can purchase an official transcript of your results.

Prerequisites

Where specified in unit outlines, you must provide evidence of meeting prerequisites as indicated on **Section E** of this application form.

Units available

You can select from a wide range of units. Specific unit outlines are available in the Monash University handbook www.monash.edu.au/pubs/handbooks.

Distance education (DE)

Some units are available by DE. If you select this mode of study you must indicate your preferred exam location in **Section D**. A list of exam locations is available on the next page of this form.

Lodgement of applications

Berwick, Clayton, Gippsland, Parkville and Peninsula campuses

Applications should be submitted to the faculty you are applying to study with. If you wish to study units in more than one faculty you will need to submit a separate application to each faculty.

Caulfield campus

- **Business & Economics UG** – submit to counter 8 at the Student Service Centre
- **Business & Economics PG** – submit to GSB office, Building N, level 4.
- **Art & Design & I.T. students** – submit to the Student Service Centre
- **All other faculties** – submit directly to your faculty office.

Closing dates

Closing dates are available online at: www.adm.monash.edu/service-centre/forms/closing-dates.html.

Enrolment

Enrolment is determined on a semester-to-semester basis and no guarantee of subsequent enrolment can be made. You will be advised by letter of the outcome of your application and enrolment details. When your fees have been assessed you will receive notification via your Monash email account to view your fee statement at <https://my-wes.its.monash.edu.au/wes/>

Fees

Unit fees are payable to Monash University for all enrolled units.

Commonwealth Supported Place (CSP)

If you are enrolled in a CSP course at your home institution and the cross-institutional unit(s) you are applying for at Monash is a core requirement of your course (this confirmation must be provided in the approval letter from your home institution), you will be charged at the CSP rate if CSP places are available. If the unit(s) you are applying for a Monash is an elective, you may be charged at a CSP or a full fee rate.

You must complete a Request for Commonwealth Support and HECS-HELP form before the census date for the unit(s).

Transitional students

If you are a pre-2005 or pre-2008 student you must also submit an application to be assessed for transitional eligibility and attach specified documentation. The form is available from the student service centre and website www.adm.monash.edu.au/service-centre/forms/. Please note that pre-2005 transitional arrangements end on 31 Dec 2008

Transitional information is also available from www.adm.monash.edu.au/enrolments/.

Full fee places

Tuition fees for fee-paying students are set on an annual basis and vary according to the enrolling faculty. You should contact the relevant faculty for more details.

Please refer to www.monash.edu.au/fees/ for information regarding associated fees.

Privacy Statement

The information on this form is collected for the primary purpose of assessing your application for cross-institutional study. Other purposes of collection include communicating with you, co-ordinating, administering and managing your enrolment and de-identified statistical analysis. Personal and unit enrolment information may be disclosed to a relevant tertiary educational institution for verification of your studies and unit enrolment management and administration purposes. If you do not complete all questions on this form it may not be possible for the application information to be assessed by your enrolled faculty. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer privacyofficer@adm.monash.edu.au.

RECEIVED

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

Student ID number

Tracking number _____



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Examination centres

Nomination of an examination centre is compulsory for off campus learning applications.

No.	Centre	Place
20	Adelaide City	SA
82	Albany	WA
2	Albury	NSW
3	Alexandra	VIC
4	Alice Springs	NT
149	Alternative Centre	
6	Armidale	NSW
146	Auckland	O/S
7	Bairnsdale	VIC
8	Ballarat	VIC
115	Bangkok	O/S
9	Bathurst	NSW
10	Bega	NSW
12	Bendigo	VIC
57	Berri	SA
83	Biloela	QLD
84	Blackwater	QLD
14	Bordertown	SA
121	Bowen	QLD
15	Brisbane	QLD
16	Broken Hill	NSW
021	Brunei	O/S
24	Bundaberg	QLD
39	Bunbury	WA
17	Burnie	TAS
18	Cairns	QLD
19	Canberra	ACT
85	Ceduna	SA
22	Churchill Campus	MUGC
144	Christchurch	O/S
38	Coffs Harbour	NSW
116	Condobolin	NSW
23	Cooma	NSW
25	Darwin	NT
26	Deniliquin	NSW
27	Dubbo	NSW
086	Dubai	O/S
145	Dunedin	O/S
86	Emerald	QLD
141	Esperance	WA
147	Fiji	O/S
30	Geelong	VIC
112	Geraldton	WA
87	Gladstone	QLD
31	Gold Coast	QLD
011	Gosford	NSW
108	Goulburn	NSW
77	Grafton	NSW
32	Hamilton	VIC
143	Hamilton	O/S
33	Hobart	TAS
34	Hong Kong	O/S
35	Hopetoun	VIC
36	Horsham	VIC
137	Indonesia	O/S
123	Ingham	QLD
37	Inverell	NSW

No.	Centre	Place
88	Jabiru	NT
044	Johannesburg	O/S
79	Kalgoorlie	WA
80	Karratha	WA
45	Katherine	NT
142	Kuala Lumpur	O/S
40	Launceston	TAS
117	Leeton	NSW
41	Leongatha	VIC
42	Lismore	NSW
138	London	O/S
43	Mackay	QLD
148	Macau	O/S
063	Mauritius	O/S
59	Mallacoota	VIC
106	Maryborough	QLD
76	Melbourne	VIC
46	Mildura	VIC
47	Mount Gambier	SA
89	Mount Isa	QLD
120	Mudgee	NSW
48	Naracoorte	SA
49	Narooma	NSW
50	Newcastle	NSW
81	Newman	WA
91	Nhulunbuy	NT
51	Orbost	VIC
52	Perth	WA
53	Pinnaroo	SA
54	Port Augusta	SA
92	Port Lincoln	SA
93	Port Macquarie	NSW
55	Port Pirie	SA
58	Rockhampton	QLD
131	Roxby Downs	SA
60	Sale	VIC
74	Seymour	VIC
61	Shepparton	VIC
78	Singapore	O/S
94	South Hedland	WA
122	St George	QLD
90	Sunshine Coast	QLD
62	Swan Hill	VIC
64	Sydney	NSW
98	Tamworth	NSW
65	Tom Price	WA
66	Toowoomba	QLD
67	Townsville	QLD
140	Tuncurry	NSW
68	Wagga Wagga	NSW
69	Wangaratta	VIC
70	Warragul	VIC
71	Warrnambool	VIC
95	Warwick	QLD
075	Wellington	O/S
73	Wollongong	NSW



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ADM02 V13/09

Tracking number:

Faculty sent to:

Campus:

Section A Personal details

Have you ever applied to, or enrolled at, Monash University? <input type="checkbox"/> Yes <input type="checkbox"/> No									
If yes, please state student ID number									
Family name									
Given names									
Sex (M or F)		Date of birth							
		Day		Month		Year			

Postal address

Number/Street									
Suburb/City/ Country									
State		Postcode							
Telephone/mobile									
Email address									

Section B Citizenship status (attach certified proof)

I am an Australian citizen	<input type="checkbox"/>	If ticked, attach certified proof eg birth certificate, passport etc
I am a New Zealand citizen	<input type="checkbox"/>	If ticked, attach certified proof
I am the holder of an Australian permanent visa (including humanitarian visa)	<input type="checkbox"/>	If ticked, attach certified proof
I am on an international visa (eg student, spouse, diplomatic, temporary, bridging)	<input type="checkbox"/>	If ticked, attach certified proof

Section C Home institution approval (home institution to complete)

Name and stamp of home institution			Institution stamp
Name of course			
Fee status at home institution	<input type="checkbox"/> 2008 CSP <input type="checkbox"/> Pre-08 CSP	<input type="checkbox"/> Domestic full fee	<input type="checkbox"/> International full fee
Will the units applied for in Section D be counted towards the above course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are the units electives or core requirements of the student's course?	<input type="checkbox"/> Core requirement	<input type="checkbox"/> Elective	
Name and position of approving officer			
Email	Telephone		
Signature	Date		



Section D Monash University unit details

Please list below the units you wish to apply for, in order of preference eg 1 for first preference, 2 for second preference etc. Unit offering details including semester and mode of offering are located online at www.monash.edu.au/pubs/handbooks.

Preference	Unit code	Unit title	Semester	Day/DE Evening	Campus	Approved?	
						Yes	No

Section E Distance education students exam location (DE only)

Please indicate your preferred exam location (see page 2 for examination centres)

Exam location number	
Exam location centre	
Exam location place	

Section F Prerequisite requirements

Where prerequisite requirements exist for the unit(s) you wish to study, you must attach certified evidence of having met these requirements (eg an official transcript of results).

Have you attached certified proof of having met any existing prerequisites?

- Yes No – there are no prerequisite requirements

Applicant's declaration

I declare that the information supplied on this form and the information given in support of my application is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application and/or academic transcript may result in the withdrawal of an offer of a place. I authorise the university to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern the student's enrolment. I agree to the transfer to my home institution of all information related to my enrolment in the unit. I agree to abide by the statutes, regulations and policies of the university as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.

Signed _____

Date _____

Office use only (faculty/department/school approval)

- Offer full fee Conditional offer full fee Reject

Selection officer: _____ Logged Keyed Letter sent

Comments _____

Processed by: _____

Date _____