



### General information

This form is only to be used by undergraduate students enrolled in the Faculty of Business Economics and students enrolled in both undergraduate and postgraduate courses managed by the Faculty of Information Technology and Faculty of Art & Design.

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

### Late fine

A late fee of AUD\$250 will automatically be applied to your student fee account, if your application for late re-enrolment is approved. A fee invoice will be sent at a later date with payment details.

### Supporting Documentation

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

### Approval

The faculty office will advise you if your application has been approved by sending an email to your Student email address.

### Re-enrolment

Faculty of Business & Economics students must attach an Enrolment Amendment form outlining the next year's enrolment with this application.

Faculty of Information Technology and Faculty of Art & Design students will be required to re-enrol via WES upon approval of this application.

### Closing Dates

Closing dates for processing applications vary. For details on closing dates please refer to the following web site:  
<http://www.adm.monash.edu/service-centre/forms/>

### Lodgement of applications

#### 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.

#### Berwick, Peninsula, Gippsland, Clayton Campuses

Applications should be submitted to the faculty office on your home 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 form, it may not be possible for the faculty to assess your application. Personal information may also be disclosed to relevant educational institutions for the verification of your qualifications. You have the 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 on 9905 6011 or email: [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au)

<b>RECEIVED</b>	
<b>Please retain this copy as proof that your application has been submitted</b>	
Student ID number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tracking number:	_____



A late fee of AUD\$250 will be applied should your application be approved.

### Section A Personal details

Student ID number 

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Family name \_\_\_\_\_

Given name \_\_\_\_\_

Date of birth 

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Monash email address: \_\_\_\_\_@student.monash.edu

### Section B Details of current enrolment

Course title \_\_\_\_\_

Course code 

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 Campus \_\_\_\_\_

### Section C Reason for applying for late re-enrolment; attach supporting documentation

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### Section E 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 may result in the withdrawal of an offer of a place in the course. I acknowledge that Monash University reserves the right to seek from other relevant bodies verification of the information provided.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Office use only (Faculty/Dept/School Approval)

Accept application  Reject application

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorised Signature \_\_\_\_\_

Student notified  email Dated \_\_\_/\_\_\_/\_\_\_ WES access reactivated  Enrolment Keyed

Processed by \_\_\_\_\_ Date \_\_\_\_\_

Tracking Number: \_\_\_\_\_ Faculty sent to: \_\_\_\_\_ Campus: \_\_\_\_\_