



Single unit application form

ADM02 V13/09

Single unit enrolment

Single units are taken outside an award course. 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.

Please note that a maximum of four units can be taken per semester.

Prerequisites

Where specified in unit outlines, you must provide evidence of meeting prerequisites as indicated on **Section D** 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 distance education. If you select this mode of study you must indicate your preferred exam location in **Section C**. 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

For closing dates please refer to: <http://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

Single unit enrolment

Students enrolling in single units will be charged a tuition fee to be determined by the enrolling faculty. Commonwealth Supported Places (CSP) places are not available for single unit enrolment.

Privacy Statement

The information on this form is collected for the primary purpose of assessing your application for single unit 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	<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	_____



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Examination centres

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

No.	Centre	Place	No.	Centre	Place
20	Adelaide City	SA	88	Jabiru	NT
82	Albany	WA	044	Johannesburg	O/S
2	Albury	NSW	79	Kalgoorlie	WA
3	Alexandra	VIC	80	Karratha	WA
4	Alice Springs	NT	45	Katherine	NT
149	Alternative Centre		142	Kuala Lumpur	O/S
6	Armidale	NSW	40	Launceston	TAS
146	Auckland	O/S	117	Leeton	NSW
7	Bairnsdale	VIC	41	Leongatha	VIC
8	Ballarat	VIC	42	Lismore	NSW
115	Bangkok	O/S	138	London	O/S
9	Bathurst	NSW	43	Mackay	QLD
10	Bega	NSW	148	Macau	O/S
12	Bendigo	VIC	063	Mauritius	O/S
57	Berri	SA	59	Mallacoota	VIC
83	Biloela	QLD	106	Maryborough	QLD
84	Blackwater	QLD	76	Melbourne	VIC
14	Bordertown	SA	46	Mildura	VIC
121	Bowen	QLD	47	Mount Gambier	SA
15	Brisbane	QLD	89	Mount Isa	QLD
16	Broken Hill	NSW	120	Mudgee	NSW
021	Brunei	O/S	48	Naracoorte	SA
24	Bundaberg	QLD	49	Narooma	NSW
39	Bunbury	WA	50	Newcastle	NSW
17	Burnie	TAS	81	Newman	WA
18	Cairns	QLD	91	Nhulunbuy	NT
19	Canberra	ACT	51	Orbost	VIC
85	Ceduna	SA	52	Perth	WA
22	Churchill Campus	MUGC	53	Pinnaroo	SA
144	Christchurch	O/S	54	Port Augusta	SA
38	Coffs Harbour	NSW	92	Port Lincoln	SA
116	Condobolin	NSW	93	Port Macquarie	NSW
23	Cooma	NSW	55	Port Pirie	SA
25	Darwin	NT	58	Rockhampton	QLD
26	Deniliquin	NSW	131	Roxby Downs	SA
27	Dubbo	NSW	60	Sale	VIC
086	Dubai	O/S	74	Seymour	VIC
145	Dunedin	O/S	61	Shepparton	VIC
86	Emerald	QLD	78	Singapore	O/S
141	Esperance	WA	94	South Hedland	WA
147	Fiji	O/S	122	St George	QLD
30	Geelong	VIC	90	Sunshine Coast	QLD
112	Geraldton	WA	62	Swan Hill	VIC
87	Gladstone	QLD	64	Sydney	NSW
31	Gold Coast	QLD	98	Tamworth	NSW
011	Gosford	NSW	65	Tom Price	WA
108	Goulburn	NSW	66	Toowoomba	QLD
77	Grafton	NSW	67	Townsville	QLD
32	Hamilton	VIC	140	Tuncurry	NSW
143	Hamilton	O/S	68	Wagga Wagga	NSW
33	Hobart	TAS	69	Wangaratta	VIC
34	Hong Kong	O/S	70	Warragul	VIC
35	Hopetoun	VIC	71	Warrnambool	VIC
36	Horsham	VIC	95	Warwick	QLD
137	Indonesia	O/S	075	Wellington	O/S
123	Ingham	QLD	73	Wollongong	NSW
37	Inverell	NSW			



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Tracking number:

Faculty sent to:

Campus:

Section A Personal details

Have you ever applied to, or enrolled at, Monash University? Yes 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

What is your citizenship status? (please tick the box that relates to you)

I am an Australian citizen

If ticked, attach certified proof eg birth certificate, passport etc

I am a New Zealand citizen

If ticked, attach certified proof

I am the holder of an Australian permanent visa (including humanitarian visa)

If ticked, attach certified proof

I am on an international visa (eg student, spouse, diplomatic, temporary, bridging)

If ticked, attach certified proof

Section B 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.

Approved?

Preference

Unit code

Unit title

Semester

Day/DE
Evening

Campus

Yes

No



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Section C 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 D 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