

SAMPLE LETTER ONLY – NOT FOR  
OFFICIAL USE

<student name>  
<street number & name>  
<suburb, state & postcode>

**Approved Under Load Enrolment**

**Student ID:**

**Date of Issue:**

**Student Name:**

This is to confirm that the above named student is currently enrolled in the <Course Name> at Monash University.

The student commenced the course on <Commencement Date> and is currently enrolled as follows:

<b>Semester period</b>	<b>EFTSL</b>	<b>Credit Points</b>	<b>Status</b>
<Teaching Period>	<Currently Enrolled EFTSL>	<Currently Enrolled CP>	<Attendance Type>

The faculty has advised that the student is expected to complete the course on <Expected Completion Date> provided all requirements are successfully met.

The above named student has been given approval by the <Responsible Faculty> to under-load their enrolment in order to meet the course requirements.

**Terry Hogan**  
**Manager, Client Services**