

## Late Re-enrolment application form

ADM15-V04/11

### General information

If you have not re-enrolled by the end of the late re-enrolment period and have lost your place in your course you must apply for permission to re-enrol from your course managing faculty by completing this form.

### Late fee

A late fee of AUD\$281 will automatically be applied to your student fee account, if your application for late re-enrolment is approved. The late fee will be included on your fee invoice for the first teaching period you have enrolled in and must be paid by the due date.

### Supporting Documentation

You must provide supporting documentation outlining the exceptional circumstances that prevented you from re-enrolling on time.

### Approval

A decision on your application will be made at the discretion of your course managing faculty. Your course managing faculty will advise you if your application has been approved by sending an email to your Monash student email account.

### Re-enrolment

If your application is approved you will be required to re-enrol via WES upon approval of this application.

### Closing Dates

Closing dates for applications for late re-enrolment are determined by the faculty. Students are advised to contact the course managing faculty of their home campus prior to lodging their application. For contact details, please see

<http://www.monash.edu.au/faculties/>

### Lodgement of applications

#### Caulfield Campus

- **Art, Design & Architecture and I.T. students** – submit to the Student Service Centre
- **All other faculties** – submit directly to your faculty office.

#### All other Australian Campuses

Applications should be submitted to the faculty office on your home campus.

#### South Africa

This form is not used at the South Africa campus. Please contact Student Services for more information.

#### Sunway

This form is not used at the Sunway campus. Please contact your School for more information.

### 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 in writing at: [sss.privacy@monash.edu.au](mailto:sss.privacy@monash.edu.au)

### RECEIVED

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

Student ID number

Tracking number \_\_\_\_\_

Faculty Stamp

