MONASH University

Enrolment amendment form

You can amend semester one and two units via WES at: my.monash.edu.au/wes. For other teaching periods, including summer and winter, complete this form using block letters.

Section A Personal details

Student ID | | | | | | | | |

Are you an international student? Yes ☐ No ☐
(Australian campuses only)

Course code _____ Course name _____ Campus _____

Family name _____ Daytime or mobile number

Given names _____ _____

Section B Unit amendments

- **Summer/winter units:** are charged at the full fee rate with limited exceptions see www.adm.monash.edu.au/enrolments and click on the links for summer or winter. It is your responsibility to check with your faculty if the unit is charged at the CSP or full-fee rate
- **Distance education units:** can only be added up until two weeks before semester starts
- **On-campus units:** can only be added until two weeks after the start of semester. Units added after this time require faculty approval and may only be approved in extenuating circumstances. A fee will be payable if a late addition is approved. A list of fees is available at: www.monash.edu/fees/other/miscellaneous.html.

All students are bound by the University's principal dates for adding and discontinuing units. These can be found online at: www.monash.edu.au/pubs/sii/principal-dates-index.html

Discontinued units		Office Use	
Unit Code	Teaching Period#	Date	Approved

Added units				Office use only			
Unit Code	Teaching period #	Campus*	Class type ^	Version	Alt. Credit	Date	Approval

Legend

# Teaching Period	Sem 1 = S1, Sem 2 = S2, Summer A = SA, Summer B = SB, Full Year = FY
*** Campus**	B = Berwick, Ca = Caulfield, Cl =Clayton, G = Gippsland, Ma = Malaysia, OS-HGK = Hong Kong, OS-SGP = Singapore, Pa = Parkville, Pe = Peninsula, SA = South Africa.
^Class Type	D = Day, E = Evening, DE = Off campus learning, OS = Offshore

Section C Student's acknowledgement, agreement and consent

- I have read the university's statement on privacy and the purposes for which my personal information will be used.
- I authorise the university to release personal information for educational purposes or to meet legal obligations or in the case of emergency
- If tuition fees are paid by an organisation registered with Monash as a sponsor, I authorise the university to release fee and academic progress information to my sponsor
- If under 18 years of age, I authorise the university to release academic progress information to my Monash approved caregiver
- I agree to be bound 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.
- I consent to receiving electronically, information and business documents relating to my enrolment from the university and from university owned companies that provide support services to students on behalf of the university.
- I agree to access the correspondence of my Monash University student email account on a regular basis.

You must check the Web Enrolment System (my.monash.edu.au/wes) after submission of this form to confirm that your unit amendments have been made.

Signed _____ Date _____

Office use only

Callista updated by		Date	
New campus	Full time ☐ Part time ☐	New mode	☐ Int ☐ Ext ☐ MM