



## Enrolment amendment form

You can amend most units via WES at: <https://my.monash.edu.au/wes>. For other units, including summer and winter, complete this form using block letters.

### Section A Personal details

Student ID 

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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 Commonwealth Supported rate if student is in a Commonwealth Supported Place (CSP) with limited exceptions see <http://www.monash.edu.au/enrolments/summer-winter/fees.html>. 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 the Friday 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: <http://www.monash.edu.au/fees/miscellaneous-fees.html>.

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

Discontinued units							Office Use		Added units				Office use only							
Unit Code							Teaching Period#	Date	Approved	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 student privacy collection statement and authorise the university to release personal information as per the statement.
- 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, including via electronic means.
- 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, policies and procedures 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](https://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 <input type="checkbox"/>	Part time <input type="checkbox"/>	New mode		Int <input type="checkbox"/>	Ext <input type="checkbox"/>	MM <input type="checkbox"/>