MONASH University

Enrolment Amendment Form

You can **amend Semester 1 and Semester 2 units via WES** at: my.monash.edu.au/wes/
For any other teaching periods including Summer complete this form using BLOCK LETTERS. Return the top two copies to your Faculty/School.

Section A Personal Details

Student ID | | | | | | | | |

International Student? Yes ☐ No ☐
(Australian campuses only)

Course Code _____ Course Name _____ Campus _____

Family Name _____ Daytime or Mobile Number

Given Names _____ _____

Section B TOTAL Discontinuation from Course

Is this a TOTAL DISCONTINUATION (no further enrolment) from the above course? Yes ☐ No ☐

Should you wish to discontinue from all units but retain your place in this course then you must apply for Intermission. You can obtain a form from http://www.adm.monash.edu.au/ssd/studrels/studentforms/

Reason for TOTAL discontinuation:

_____

Discontinuation to be effective from * _____

* This must be today's date or a future date. Use the first day of the next semester if you intend to complete your current semester and receive grades for the studies.

Section C Unit Amendments

- **DE/OCL units:** can only be added up until two weeks before semester starts
- **On-campus units:** can only be added until two weeks after start of semester. If a unit is added after this time a late processing fee may apply. See http://monash.edu/fees/other/miscellaneous.html for a list of fees.

All students are bound by the University's Principal Dates for Adding and Discontinuing units. These can be found in the Student Resource Guide and at http://www.monash.edu.au/pubs/handbooks/srg/srg0010.htm

Discontinued			Office Use (Faculty/Dept/School)	
Unit Code	Teaching Period#	Date	Approved	

Added				Office Use (Faculty/Dept/School)			
Unit Code	Teaching period #	Campus*	Class type ^	Version	Alt. Credit	Date	Approval

LEGEND

 # Teaching Period: Semester 1 = S1, Semester 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 D Student's Declaration

I understand that it is my responsibility to check my enrolment record is correct by referring to official university correspondence and by viewing my details on the web. I understand that I can view and amend my enrolment on the web at my.monash.edu.au/wes/. I have read the University's statement on privacy and the purposes for which my personal information will be used (available at www.privacy.monash.edu.au/pc_privacy_coll.htm). 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 information electronically and agree to access the correspondence of my Monash University email account on a regular basis.

Signed _____ Date _____

Office use only (Faculty/Dept/School)

Callista updated by		Date	
New Campus	Full Time ☐ Part Time ☐	New Mode Int ☐ Ext ☐ MM ☐	

V 3: 18 July 2005