MONASH University

If you need further assistance contact:
International Recruitment Services
Email: scenquiries@adm.monash.edu.au
Telephone: +61 3 9903 4788

# Form 2: Defer studies/Change of course preference

This form can be used to defer the commencement of your studies or to change your course preference

- Current Monash College students wanting a conditional offer for admittance into a Monash University program can use this form
- You will need information supplied on your Offer Letter to complete this form
- If you defer commencement of your studies for more than 12 months, you will need to submit a new application. We will require details of any academic or work activities undertaken during the deferment period
- Changing course preference is only available for students who have received an offer from Monash University or Monash College.

## 1. What type of offer did you receive? (see your Offer Statement – tick ✓ as appropriate)

☐ Full Monash University offer
☐ Monash College with Monash University English Language Centre
☐ Monash University entry package offer*
☐ Monash University English Language Centre offer only
☐ Monash College offer only

* Entry package offers combine Monash University with Monash College and/or Monash University English Language Centre.

## 2. What changes are you requesting? (tick ✓ as appropriate)

☐ I want to defer my studies ☐ I want to change my course preference ☐ I want a Monash University conditional offer*

* If you require an eCOE for student visa purposes, you will be required to complete the Monash University acceptance form and make a payment of A$1000

## 3. Your contact details (write one letter/number per box)

Monash ID
Family name
Given name(s)
Postal address
Email address
Telephone –
Date of birth D D / M M / Y Y Y Y Gender ☐ Male ☐ Female

## 4. Your current course details (see your Offer Statement)

Course offered/enrolled in
Campus code
Clayton **CL**, Caulfield **CA**, Peninsula **PE**, Berwick **BE**, Parkville **PA**, Gippsland **GP**, Malaysia **MA**, South Africa **SA**
Course code CRICOS code Year start Y Y Y Y

Has an electronic Confirmation of Enrolment (eCOE) been issued for this course? ☐ Yes ☐ No ☐ Semester 1 ☐ Semester 2

## 5. Your requested course details (for course codes and information see: *www.monash.edu.au/courses/coursefinder*)

Course applying for
Campus code
Clayton **CL**, Caulfield **CA**, Peninsula **PE**, Berwick **BE**, Parkville **PA**, Gippsland **GP**, Malaysia **MA**, South Africa **SA**
Course code CRICOS code Year start Y Y Y Y

☐ Semester 1 ☐ Semester 2

Signature
Date D D / M M / Y Y Y Y

**Return this completed and signed form**

- Mail: International Recruitment Services, Monash University, 871 Dandenong Road, Caulfield East, Victoria 3145. Australia
- Fax: +61 3 9903 4778

**Privacy Statement on Change of Preference or Deferment of studies**

The information collected on this form is for the primary purpose of considering your application for admission to a Monash College or Monash University course and, if you are successful, offering you a course place and recording your acceptance of that offer. Other purposes include creating an enrolment record on the student database, corresponding with you, informing you about your course and other college/university/course/events, statistical analysis and complying with legislative reporting requirements. If you do not complete all the questions on this form, it may not be possible to process your application. Personal information may be collected from or disclosed to external organisations such as former employers, secondary schools, other tertiary education institutions, and tertiary admission centres, and the QualSearch verification service, where disclosure is necessary to verify your previous qualifications or experience. It may also be disclosed to government agencies (eg DIAC), as required by legislation or pursuant to obligations under *ESOS Act 2000* and the National Code or for your visa application. Information may be shared with the registered agent you appoint to assist with your application for entry or visa processing. Student record information may also be released in the event of an accident or an emergency.You have the right to access personal information that Monash College and Monash University holds about you, subject to legislation. If you wish to seek access to your personal information or enquire about the handling of your personal information, contact the Monash University privacy officer at privacyofficer@adm.monash.edu.au. Due to privacy regulations we will not disclose personal information to any other third parties such as friends, relatives and parents without your prior consent, except in certain emergency situations. All documents provided to Monash College and Monash University become the property of the College and the University and will not be returned to you.