



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 re-enrolment fee

If your application for late re-enrolment is approved, a 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. For late fee information, visit monash.edu/fees/fee-types/miscellaneous-fees

Supporting documentation

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

Approval

Your application will be assessed by your course managing faculty and you will be notified of the outcome via your Monash student email account.

Re-enrolment

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

Closing dates

Closing dates for applications for late re-enrolment are determined by the faculty. You must contact your course managing faculty of your home campus prior to lodging this application. For contact details, visit: monash.edu.au/faculties/

Lodgement of applications

Coursework students

All Australian campuses

Applications must be submitted to your course managing faculty office on your home campus.

Malaysia

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

South Africa

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

Research students

Australia, Malaysia and South Africa

Send completed applications via email to: mgro-candidature@monash.edu

Your application will be assessed by the Monash Graduate Research Office and you will be notified of the outcome via your Monash student email account.

Privacy statement

The information on this form is collected for the primary purpose of assessing your application. For information about the handling of your personal information please see the [Student Data Protection and Privacy Collection Statement](#).

For more information about Data Protection and Privacy at Monash University please see our [Data Protection and Privacy Procedure](#).

If you have any questions about how Monash University is collecting and handling your personal information, please contact our Data Protection and Privacy Office at dataprotectionofficer@monash.edu.

| |
|--|
| RECEIVED |
| Please retain this copy as proof that your application has been submitted |
| Student ID number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Faculty Stamp |



Late Re-enrolment application form

Section A Personal details

Student ID number

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

Family name _____

Given name _____

Section B Course details

Course title _____

Course code _____ Campus _____

Section C Reason for applying for late re-enrolment; attach supporting documentation

Supporting documentation attached

Section D Late re-enrolment fee

I acknowledge that I will be charged a late fee if my application for late re-enrolment is approved by my course managing faculty.

Signed _____ Date _____

Section E Applicant's declaration

I declare that the information supplied on this form and the information given in support of my application are correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in the withdrawal of an offer of a place in the course. I acknowledge that Monash University reserves the right to seek from other relevant bodies verification of the information provided.

Signed _____ Date _____

Office use only (Faculty/Dept/School/MGRO approval)

Approved

Not approved

Authorised by _____ Date _____

Student notified Email sent ____/____/____

WES access reactivated (IASF0130) or

Enrolment keyed and Student Finance notified

Processed by _____ Date _____