



# Application to transfer units from a Commonwealth Supported Place (CSP) to Full Fees

**This form is to be used by students in a Commonwealth Supported Place (CSP) who wish to pay full fees for a unit/s.**

Students in a CSP pay less for a unit than those paying full fees. However, access to a Commonwealth Supported Place is not unlimited. Students may hold a CSP as long as they have sufficient Student Learning Entitlement (SLE) to cover a unit. Once a student has consumed their SLE any further study must be undertaken on a full fee basis.

In certain circumstances a CSP student may wish to pay full-fees for a unit rather than consume their Student Learning Entitlement (SLE). For example, this could occur when someone else is paying for one or more units on the student's behalf. The student may choose to be charged full fees for the unit thus saving the SLE for other study.

Applications will be assessed by the faculty to which the course belongs in accordance with their allowable full-fee quotas. If the quota has been reached and you still wish to undertake the unit/s on a full fee basis you may only do so on a non-award basis, i.e. the unit/s will not form part of your award course and will be reflected on your academic record accordingly. You should discuss the implications of this with your faculty before making your decision.

All enrolment and payment details must be finalised prior to the census date applicable to a particular unit. Changes cannot be made retrospectively.

### Full fee payments

By electing to pay full fees you will be agreeing to pay a higher rate for your unit than you would if you took it as a Commonwealth Supported Place (CSP) unit. You should check the unit's fee with your faculty. There is no discount available for paying the University. Full payment must be made by the due date on the revised Enrolment Details & Fee Statement that you will receive or you risk your enrolment in that unit being invalidated. Australian citizens and some holders of an Australian permanent resident visa may use FEE-HELP to defer the payment to the Australian Taxation Office if the full fee unit/s are on an award basis.

### Closing dates

Applications should be lodged prior to the commencement of the semester to allow for assessment of your application and for you to pay your fees prior to census date. Once the census date has passed you **cannot** decide to revert back to a CSP for the unit for that study period.

### Lodgement of Applications

#### **Berwick, Clayton, Gippsland, Parkville, Peninsula, campuses:**

Applications should be submitted to the faculty office on your home campus.

#### **Caulfield Campus**

- **Business & Economics UG** – submit to counter 8 at the Student Service Centre
- **Business & Economics PG** – submit to GSB office, Building N, level 4.
- **Art & Design & I.T. students** – submit to the Student Service Centre
- **All other faculties** – submit directly to your faculty office.

### Privacy statement

The information on this form is collected for the primary purpose of assessing your application to transfer units from a Commonwealth Supported Place to full fee. If you choose not to complete all the questions on this form it may not be possible for your application to be assessed. Your details will be disclosed to the Department of Education, Science and Training (DEST) and the Australian Taxation Office (ATO) if appropriate. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information, please contact the University Privacy Officer at: [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au).

<b>RECEIVED</b>	
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"/>
Tracking number:	_____

# Application to transfer units from a Commonwealth Supported Place (CSP) to Full Fees

ADM12- V09/09

**Tracking Number:**
**Faculty Sent to:**
**Campus:**
**Section A - Personal Details**

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"/>		
Title:	Family Name:	Given Names:

**Section B - Course Details**

Course Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Course Title:
Home Campus: Berwick <input type="checkbox"/> Caulfield <input type="checkbox"/> Clayton <input type="checkbox"/> Gippsland <input type="checkbox"/> Peninsula <input type="checkbox"/> Parkville <input type="checkbox"/>	

**Section C - Units You Want To Transfer From CSP To Full Fee**

Unit code	Unit name	Semester	Year

**Section D Applicant's declaration**

I declare that the information supplied on this form and the information given in support of my application is correct and complete. I understand that I have elected to pay full-fees for the above listed units and that I must pay my fees by the due date listed on my Enrolment Details and Fee Statements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**FACULTY USE ONLY**

<input type="checkbox"/> Award - Send form to Enrolments, Student Administration		
<input type="checkbox"/> Non award - Faculty to enrol student in non-award course / units and send form to campus filing.		
Assessed by:	Date:	Faculty:

**STUDENT ADMINISTRATION (ENROLMENTS)**

<input type="checkbox"/> Unit Level SS Amended	Processed by:	Date:
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**STUDENT ADMINISTRATION (FEES)**

<input type="checkbox"/> Fee assessed	Processed by:	Date:
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