



Single unit and Cross-institutional study application form

ADM02 V10/07

Single unit enrolment

Single units are taken outside an award course. You are not enrolled in a Monash University degree program and will not receive an award at the completion of study. Upon application you will receive a statement of your final results. Please note that a maximum of four units can be taken per semester.

Cross-institutional Study

If you are currently enrolled in a degree program at another recognised tertiary institution, you may apply to study single units on a Cross-institutional basis. **Applicants must complete Section B**, which requires a supporting letter of approval from their home institution.

You will not be enrolled in a Monash University degree program and not receive an award at the completion of study. You will receive a statement of your final results.

Prerequisites

Where specified in unit outlines, you must provide evidence of meeting prerequisites as indicated on **Section D** of this application form.

Units available

You can select from a wide range of units. Specific unit outlines are in the Monash University handbook or can be accessed through the internet on <http://www.monash.edu.au/pubs/handbooks>

Off Campus learning (OCL)

Some units are available by off-campus learning. If you select this mode of study you must indicate your preferred exam location in **Section E**. A list of exam locations is available on the next page of this form.

Enrolment

Enrolment is determined on a semester-to-semester basis and no guarantee of subsequent enrolment can be made. You will be advised of the outcome of your application and enrolment details by letter.

Closing dates

Closing dates vary, please refer to the following web page for details: <http://www.adm.monash.edu/service-centre/forms/>

Fees

Single unit

Students enrolling in single units will be charged a tuition fee to be determined by the enrolling faculty.

Cross-institutional Enrolment

Unit fees are payable to Monash University for all enrolled units.

Commonwealth Supported Place (CSP)

If you enrol in a Cross-institutional enrolment and are given a CSP (previously known as HECS) you will be fee assessed at the post 2005 rate. If you are a pre 2005 student it is your responsibility to complete the 'Application To Be Considered As A Pre 1997 Or Pre 2005 HECS Student Form' before the census date and submit the form to Student Service Centre. Your application will then be reviewed for fee assessment at the pre 2005 rate.

Full Fee

If you are applying to study units offered by the **Faculty of Law**, you will be charged full fee rate regardless of whether you hold a CSP at your home institution.

Tuition fees for fee-paying students are set on an annual basis and vary according to the enrolling faculty. You should contact the relevant faculty for more details.

Please refer to the following web page for further information regarding associated fees: <http://www.monash.edu.au/fees/>

You will receive written notification of the outcome of your application once it has been processed along with a statement of fees and charges for payment.

Transitional information is available at: <http://www.adm.monash.edu.au/enrolments/>

Lodgement of applications

Berwick, Clayton, Gippsland, Peninsula, Parkville campuses:

Applications should be submitted to the faculty you are applying to study with. If you wish to study units across various faculties you will need to submit an application with each faculty.

Caulfield campus: Applications should be submitted to the Caulfield Service Centre. **Business & Economics Postgraduate Students** must submit their application to the Graduate Studies Administrator in the Department you wish to study in.

Privacy Statement

The information on this form is collected for the primary purpose of assessing your application for Single unit or Cross-institutional Study. Other purposes of collection include communicating with you, co-ordinating, administering and managing your enrolment and de-identified statistical analysis. Personal and unit enrolment information may be disclosed to a relevant tertiary educational institution for verification of your studies and unit enrolment management and administration purposes. If you do not complete all questions on this form it may not be possible for the application information to be assessed by your enrolled faculty. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer privacyofficer@adm.monash.edu.au

RECEIVED

Please retain this copy as proof that your application has been submitted

Student ID number

Tracking number: _____



Single unit and Cross-institutional study application form

ADM02 V10/07

Examination Centres

Nomination of an examination centre is compulsory for off campus learning applications.

No.	Centre	Place
20	Adelaide City	SA
82	Albany	WA
2	Albury	NSW
3	Alexandra	VIC
4	Alice Springs	NT
149	Alternative Centre	
6	Armidale	NSW
146	Auckland	O/S
7	Bairnsdale	VIC
8	Ballarat	VIC
115	Bangkok	O/S
9	Bathurst	NSW
10	Bega	NSW
12	Bendigo	VIC
57	Berri	SA
83	Biloela	QLD
84	Blackwater	QLD
14	Bordertown	SA
121	Bowen	QLD
15	Brisbane	QLD
16	Broken Hill	NSW
021	Brunei	O/S
24	Bundaberg	QLD
39	Bunbury	WA
17	Burnie	TAS
18	Cairns	QLD
19	Canberra	ACT
85	Ceduna	SA
22	Churchill Campus	MUGC
144	Christchurch	O/S
38	Coffs Harbour	NSW
116	Condobolin	NSW
23	Cooma	NSW
25	Darwin	NT
26	Deniliquin	NSW
27	Dubbo	NSW
086	Dubai	O/S
145	Dunedin	O/S
86	Emerald	QLD
141	Esperance	WA
147	Fiji	O/S
30	Geelong	VIC
112	Geraldton	WA
87	Gladstone	QLD
31	Gold Coast	QLD
011	Gosford	NSW
108	Goulburn	NSW
77	Grafton	NSW
32	Hamilton	VIC
143	Hamilton	O/S
33	Hobart	TAS
34	Hong Kong	O/S
35	Hopetoun	VIC
36	Horsham	VIC
137	Indonesia	O/S
123	Ingham	QLD
37	Inverell	NSW
No.	Centre	Place
88	Jabiru	NT
044	Johannesburg	O/S
79	Kalgoorlie	WA

80	Karratha	WA
45	Katherine	NT
142	Kuala Lumpur	O/S
40	Launceston	TAS
117	Leeton	NSW
41	Leongatha	VIC
42	Lismore	NSW
138	London	O/S
43	Mackay	QLD
148	Macau	O/S
063	Mauritius	O/S
59	Mallacoota	VIC
106	Maryborough	QLD
76	Melbourne	VIC
46	Mildura	VIC
47	Mount Gambier	SA
89	Mount Isa	QLD
120	Mudgee	NSW
48	Naracoorte	SA
49	Narooma	NSW
50	Newcastle	NSW
81	Newman	WA
91	Nhulunbuy	NT
51	Orbost	VIC
52	Perth	WA
53	Pinnaroo	SA
54	Port Augusta	SA
92	Port Lincoln	SA
93	Port Macquarie	NSW
55	Port Pirie	SA
58	Rockhampton	QLD
131	Roxby Downs	SA
60	Sale	VIC
74	Seymour	VIC
61	Shepparton	VIC
78	Singapore	O/S
94	South Hedland	WA
122	St George	QLD
90	Sunshine Coast	QLD
62	Swan Hill	VIC
64	Sydney	NSW
98	Tamworth	NSW
65	Tom Price	WA
66	Toowoomba	QLD
67	Townsville	QLD
140	Tuncurry	NSW
68	Wagga Wagga	NSW
69	Wangaratta	VIC
70	Warragul	VIC
71	Warrnambool	VIC
95	Warwick	QLD
075	Wellington	O/S
73	Wollongong	NSW



Single unit and Cross-institutional study application form

ADM02 V10/07

Tracking Number:

Faculty Sent to:

Campus:

Section A Personal details

Have you ever applied to, or enrolled at, Monash University before? Yes No

If yes, please state student ID number

Family name

Given names

Sex (M or F)

Date of Birth

Day

Month

Year

Postal address

Number/Street

Suburb/City/Country

State

Postcode

Telephone (B/H)

Telephone (A/H)

Email address

Are you a holder of an Australian Permanent Residency Visa? (please tick)

Yes – attach certified proof

No – attach certified copy of student visa

Are you a holder of a Humanitarian Visa? (please tick)

Yes – attach certified proof

No

Will this unit(s) be counted towards an existing degree? (please tick)

Yes

No

Section B Application details

Please indicate which type of enrolment you are applying for

Single unit enrolment

Cross-institutional

Proceed to Section D

Are you currently on a CSP? Yes No

Are you currently on a Full Fee place? Yes No

Proceed to Section C

Section C Home institution approval (Cross-institutional study applicants only)

If you are applying to study Cross-institutional units, you are required to provide a letter of approval from your home institution, which includes the following details of your study

- Course name
- Institution name
- Fee category (CSP, Domestic full-fee or international)
- Name, title and signature of approving officer

Have you attached a letter of approval from your home institution? (please tick)

Yes – please proceed to Section D

No – This letter must be supplied

Please note, students applying for units offered by Faculty of Business & Economics, Faculty of Information Technology must demonstrate approval to enrol in the specific unit offered by Monash.



Single unit and Cross-institutional study application form

ADM02 V10/07

Section D Monash University unit details

Please list below the units you wish to apply for (For unit offering details please refer to www.monash.edu.au/pubs/handbooks)

Preference	Unit Code	Unit Title	Semester	Day/ Eve	Campus	Approved?	
						Yes	No

Section E Off campus students exam location

Please indicate your preferred exam location (off campus learning only) _____

(List of examination centres available on information pages of this form)

Section F Prerequisite requirements

Where prerequisite requirements exist for the unit(s) you wish to study, you must attach certified evidence of having met these requirements (eg. official transcript of results)

Have you attached certified proof of having met any existing prerequisites? (please tick) Yes No – there are no prerequisite requirements

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 acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application and/or academic transcript may result in the withdrawal of an offer of a place. I authorise the University to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern the student's enrolment. I agree to the transfer to my home institution of all information related to my enrolment in the unit. I agree to abide 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.

Signed _____ Date _____

Office use only (Faculty/Dept/School Approval)

Offer CSP Offer Full Fee Conditional offer CSP

Conditional Offer Full Fee Reject

Selection Officer _____ Logged Keyed Letter sent

Comments _____

Processed by _____ Date _____