

2009 Reinstatement of Enrolment Request

Date: / /

To: Manager of Student Services, Faculty of Arts

Student ID Number:

Name: _____

Contact number: _____

Student Email: _____

Course: _____

I am applying for reinstatement of my enrolment in the course listed above.

The details relating to my inability to re-enrol during the prescribed re-enrolment and late reenrolment period(s) are:

- Illness or injury (please provide supporting documentation)
- Believed course was completed / no further enrolment required
- Other (please specify, providing relevant details and/or documentation)

(A response to this request will be advised via your Monash student email account AFTER the second week of February)

I understand that by choosing to submit this request:

- If my request is granted I may be charged a late enrolment fee*;
- If my request is not granted I will be automatically placed on intermission for first and second semester.

*Please note: this fee will not be charged where sufficient evidence can be provided to show that any failure to meet deadlines, or inaccuracies in enrolment were due to extraordinary circumstances.

PRIVACY

The information on this form is collected for the primary purpose of assessing your eligibility for reinstatement of your enrolment and possible exemption from the Late Enrolment Fee which includes deciding whether exemption will be granted, sending you related correspondence and for any administrative duties relating to the assessment of compliance with re-enrolment policies and procedures. If you choose not to complete all the questions on this form, it may not be possible for the Faculty to process your application for exemption.

If you wish to access or inquire about the handling of your personal information please contact the University Privacy Officer on 9905 6043.

Signed: _____

Date: / /

Office Use only

Reinstatement: Granted Not granted

Comments:

Authorising Faculty Officer's Signature: _____

Date: / /

Enrolment Keyed in Callista: / / Initials _____

Student advised by email