



## Conditional CoE Request Form

This form is for use by applicants wishing to obtain a Confirmation of Enrolment (CoE) whilst being a holder of a Conditional Offer. To apply for a Conditional CoE please ensure that sections A, B and C of this form are completed.

It is important to note that a CoE will only be issued to applicants with Conditional Offers in limited circumstances. The completion of the form and submission of the required items in no way guarantees the issuance of a Conditional CoE. Upon receipt of the complete documentation, each request will be assessed on an individual basis and an outcome communicated accordingly. Approval of a conditional CoE request form is not considered an automatic acceptance of your course.

SECTION A. PERSONAL DETAILS	
Monash Student ID number: _____	Date of Birth: _____
Family name: _____	Given name(s): _____

SECTION B: APPLICANT DECLARATION
<ul style="list-style-type: none"> <li>I understand that if I am issued a Confirmation of Enrolment (CoE) whilst I am the holder of a Conditional Offer, I will not be permitted to enrol at Monash University or Monash College unless the conditions of my offer have been satisfied prior to the enrolment date of my course/s.</li> <li>I understand that the COE will be cancelled and DIBP notified if I do not meet the conditions as stated on the offer letter. Any refund will be processed according to the Monash University or Monash College refund policy as stipulated in the offer letter.</li> <li>I undertake to enrol on time and be present at Monash University on the registration date of my course/s. I understand that if I fail to enrol on time or register my arrive by the latest date, I may not be offered a place in the course. I understand that any expenses I incur, including travel expenses, are my own responsibility regardless of the circumstances in which they arose and Monash University or Monash College will not be liable in any way for these expenses.</li> <li>I will submit all required documents as stipulated in the conditions of my International Student Course Agreement (offer letter) at least a week before my enrolment date. My latest submission date is _____</li> <li>I undertake to leave my home country only when I have a Full Offer from Monash University or Monash College.</li> <li>In the event that I am already in Australia when my results are released and I do not meet the Monash University requirement for the course I have accepted, I will be reassessed for an available course with lower requirement or/and enrol at Monash College.</li> </ul>
Signed _____ Date _____

SECTION C: DETAILS AND SIGNATURE OF WITNESS (The witness must be a representative of a Monash approved agent or equivalent)	
Name: _____	Relationship to applicant: _____
Signed: _____ Date _____	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;">           please place Monash-Accredited Education Agency stamp in this area         </div>

Return details In Person: Central Admissions Monash University.  
Monash Connect.  
21 Chancellors Walk, Campus Centre, Monash University, Victoria 3800, Australia

OR Email: [mu.documents@monash.edu](mailto:mu.documents@monash.edu)

### Collection Statement

The information on this form is collected for the primary purpose of assessing your eligibility for the issuance of a Confirmation of Enrolment whilst you are the holder of a Conditional Offer. The information on this form may be retained by the University for the duration of your enrolment. 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 at [sss.privacy@monash.edu](mailto:sss.privacy@monash.edu).

OFFICE USE ONLY (Applicant not to complete)			
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Signed: _____	Date: _____
Reason: _____			