

Application for VARIATION TO TUITION FEE

From 2005, Monash University reserves the right to increase course fees annually. This form is to be used by students enrolled in courses managed by the Faculty of Business and Economics who are applying to have their tuition fees retained at a prior approved rate. This option is only available to re-enrolling students.

Approval is granted in exceptional circumstances only. The University Fees Policy is available at <http://www2.firm.monash.edu.au/policy/StudentFeesPolicy/index.asp>

Grounds for application

Severe financial hardship

Supporting documentation

You may attach relevant documentation to support your application this form. If documentation is not available, please give the reasons why it is not available.

Independent verification

Please provide contact details of an independent person who can verify the details of your exceptional circumstance. Family members are not acceptable.

Lodgement of applications

Applications are to be made on the attached form and submitted to the student administration office on your home campus.

<http://www.buseco.monash.edu.au/student/contact/index.php>

Notification of outcome

You will be notified by your student administration office of the outcome of your application by email to your Monash email account.

Further information – please contact the student administration office or graduate administrator on your home campus.

Privacy statement

The information on this form is collected for the primary purpose of assessing your application. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Business and Economics to assess your application. Personal information may also be disclosed to relevant educational institutions for the verification of your qualifications. 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 on 9905 6011.

Application for *VARIATION TO TUITION FEE*

SECTION A Personal details										
Family name					Monash ID					
Title		Given names				Date of Birth				
Monash email address (the Faculty sends emails to this account ONLY)					_____@student.monash.edu					

SECTION B Course in which you are enrolled	
Course code	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"/> Malaysia <input type="checkbox"/> South Africa <input type="checkbox"/>

SECTION C Reasons for applying for variation to tuition fee – attach an additional page if there is insufficient space.

SECTION D Independent verification - please provide contact information for a person able to verify your circumstances independently				
Given name			Family name	
Number & Street				
Suburb/city				State
Country			Postcode	
Phone (bh)			Mobile number	
Email Address				

SECTION E Student statement			
<p>I declare that the information supplied on this form and the information given in support of my application is correct and complete. I also authorise the University to contact a person familiar with my circumstances to verify the information I have supplied. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in the withdrawal of any approval granted. I agree to abide by the statutes and regulations of Monash University.</p>			
STUDENT SIGNATURE			Date

Office use only – outcome		
Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>	
Student notified of outcome by email	Student Administration Officer (name)	
	Signature	Date