

**Monash Graduate School of Business
Summer Semester 2009/2010
Application Instructions**

1) View the Graduate School of Business Summer Semester 2009/2010 timetable at:
<http://www.buseco.monash.edu.au/student/summer/graduate-postgraduate-students.html>

2) Ensure that you have met any prerequisite(s) for the unit you wish to enrol in. Prerequisite unit(s) are indicated on the above summer semester web site. If you have not met the required prerequisite(s), you will not be offered a place in the unit.

3) Complete the Enrolment Amendment Form and list the Summer Semester units in order of preference. You can obtain a copy of the Enrolment Amendment Form from the Graduate School of Business.

4) Submit the Enrolment Amendment Form to the Graduate School of Business:

Postal address:

Graduate School of Business
Monash University
PO Box 197
Caulfield East VIC 3145

or

In person:

Graduate School of Business
Building N, Level 4
Caulfield Campus

Or via fax: +61 3 9903 1357

Please Note:

***Enrolment places for Summer Semester will be offered on a “first come, first served” basis.**

***Faxed Enrolment Amendment Forms received prior to 9.00am on Tuesday 8 September 2009 or after 5.00pm on Friday 18 September 2009 will not be accepted.**

4) If you have lodged an Enrolment Amendment Form by the closing date above, you will be notified via your Monash Student email by early October 2009 of the outcome of your Summer Semester unit enrolment application.

Note: By submitting the Enrolment Amendment Form you are enrolling in the summer unit/s (pending availability) and will be liable for relevant fees.

5) For important Enrolment Variation dates of the Summer units visit:
<http://www.buseco.monash.edu.au/student/summer/graduate-postgraduate-students.html>

Students who withdraw after those dates will be fee liable and will have Withdrawn Late on their Academic Transcript.

6) **FEE-HELP:** Australian Citizens and Humanitarian Visa Holders **may** also have the option of accessing FEE-HELP for any unit(s) enrolled for Summer Semester. The Request for FEE-HELP Assistance form must be completed by 30 November 2009 (Summer A units), 15 January 2010 (Summer B units). More information regarding FEE-HELP is available at: <http://www.adm.monash.edu.au/enrolments/summer-winter/fees.html>