



RETURN FORM TO:

Melbourne Consulting and Custom Programs
The University of Melbourne
Level 3, 442 Auburn Road, Hawthorn VIC 3122 Australia
Phone: +61 3 9810 3245 • Fax: +61 3 9810 3149
Email: postgrad@mccp.unimelb.edu.au

Re-enrolment Form

1. STUDENT DETAILS

Student Number:

Title:

Family Name:

Given Name(s) in full:

Date of Birth: Day Month Year

Address: **Street:**

City: **State:**

Country: **Postcode:**

Email: **Telephone:**

Special requirements (eg. access, dietary or other):

If your address have changed please make sure your details are updated in the University of Melbourne Student Portal.

2. SUBJECT(S) ADDED

Please list the subjects you wish to be enrolled in at this time and you will be invoiced or charged accordingly.

Subject Code	Subject Name	Start Date	Office Use Only
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Course:

OFFICE USE ONLY

Approved: Yes No

Signature

Date Day Month Year

3. PAYMENT DETAILS

Please charge my credit card

Please debit my: **Master Card** **Visa Card**

Cardholder's Name: **Amount:** \$

Credit Card Number:

Expiry Date: /

Enclosed is my cheque made payable to UoM Commercial Ltd.

Please send an invoice to my mailing address

Please send an invoice to my sponsor

Title:

Name:

Organisation:

Address:

Telephone: **Email:**

I wish to pay via FEE-HELP

4. DECLARATION

In consideration of my enrolment at the University of Melbourne ('University'), and the provision by the University of teaching services, educational resources and student services, I make the declarations, covenants and acknowledgments below:

- I agree to be bound by the statutes, regulations, policies and procedures of the University ('University Rules') whilst I am enrolled as a student of the University, including those relating to the ownership, use and control of any intellectual property in any work, invention, discovery or other thing made, created or developed by me in connection with my studies at the University.
- I acknowledge that I have until the subject census date to make any enrolment changes without incurring fees and academic penalties and that I must re-enrol within the given time frames and in the manner specified.
- I will be liable for all University tuition fees, student contribution fees or other fees or charges as set out in the University Rules as applicable to my enrolment.
- I will promptly notify the University of any change to my personal details (including changes to my mailing address and contact details) and I acknowledge that the University shall not be in any way liable for any matter arising out of a failure to notify the University of such changes.
- I acknowledge that a failure to update my personal details (including my mailing address and contact details) will not be an acceptable reason for failing to respond to any correspondence from the University as required.
- I acknowledge that University correspondence, including formal notices and other communications, may be issued to me electronically via the Student Portal and I agree to check my Student Portal notices and University emails on a regular basis, at least once a week.
- I shall act in accordance with all lawful instructions of officers of the University.
- I understand that falsification of records or details about myself either before or after my enrolment as a student which may be construed as academic or non-academic misconduct, is subject to the right of the University to terminate my enrolment or impose other sanctions in accordance with the University Rules, that may be exercised at any time during my studies at the University.
- I consent to any work I submit for assessment being scanned, copied or used by the University or its agents for the purpose of identifying plagiarism and any other academic misconduct.
- All information that I have provided to the University (whether directly or via VTAC or other institutions) is, to the best of my knowledge, complete and correct.
- I authorise the University to obtain information about me from previous educational institutions attended by me or at which I have sought enrolment.
- I have read and understood all information relevant to my enrolment and made available by the University, including the Privacy Statement.
- I understand that upon graduation, the details of my qualifications will be included in the Graduate Roll of the University and become a matter of public record.

I hereby declare that I have read and understood the above conditions and agree to be bound by those conditions

Signature

Date Day Month Year