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Re-Enrolment and Addition to Enrolment (HE) Form

MELBOURNE POLYTECHNIC

An enrolment template must be attached to this form.
If the student is NOT currently enrolled in this course DO NOT use this form, complete a new Enrolment Form.

SECTION A: STUDENT DETAILS

If the details below have changed, please fill in the 'Amendment to Personal Details' form.

Student ID:	**1234578**	Date of Birth:	**05/06/1980**	Gender:	**F**
Family Name:	**Family**				
Given Name:	**Given**				
Address:	**77 St George Rd , RICHMOND VIC Australia 3121**				
Home Phone:	**12345678**	Work Phone:		Mobile:	**123456789**
eMail:	**S1234578@student.mp.edu.au**				
Emergency Contact	**family name**			Emergency Contact No.	**123456789**

SECTION B: COURSE INFORMATION

Course Name and Code: **HECAMCI - MASTER OF CREATIVE INDUSTRIES**

Campus: **F** **Commencement Year:** **2018**

SECTION C: COURSE FEES

From 1 January 2018, students must maintain a total unit pass rate of 50% throughout their course to access FEE HELP.

FEE HELP

Has the student previously taken out a FEE HELP loan for this course? **Yes** ☐

Is the student using FEE HELP for this re-enrolment?

- Yes - complete section below
- No - fees to be paid upfront

CONFIRMATION OF FEE HELP ELIGIBILITY

Has the student undertaken 8 or more units in this course to-date?

- Yes - complete section below
- No - Eligible for FEE HELP

Has the student passed 50% of their total enrolled units in this course?

- Yes - eligible for FEE HELP
- No - Not eligible for FEE HELP

FUND SOURCE	SHD
FEES	**Amount**
FEE-HELP	
HECS	
Commonwealth Supported Place	
Fees Paid Up Front	
Other	
TOTAL	

Receipt No: _____

SAMPLE

Staple Template Behind Here

Re-Enrolment and Addition to Enrolment (HE) Form

MELBOURNE POLYTECHNIC

SECTION D: CITIZENSHIP/RESIDENCY STATUS CHANGE

Complete this section if citizenship/residency has changed since the original course enrolment

My Citizenship/Residency status at time of enronlment was: **Australian Citizen**

My new Citizenship/Residency is:

Tick the appropriate box below:

- ☐ Australian citizen (eligible for FEE-HELP)
- ☐ New Zealand citizen (Conditions apply for FEE-HELP eligibility)
- ☐ Permanent Resident Visa, other than Humanitarian (not eligible for FEE-HELP)
- ☐ Temporary Visa - Studying, Bridging, Tourist, Provisional (not eligible for FEE-HELP)
- ☐ Permanent Humanitarian Visa, (PHV) and Resident for duration of units (eligible for FEE-HELP)
  - If PHV - Date of grant of VISA ☐
- ☐ Other - Specify ☐

Date Citizenship/Residency commenced: _____

The above change to Citizenship/Residency status must accompany evidence to support the change.

ENROLLING OFFICER

Enrolling Officer is required to sight and attach a copy Citizenship/Residency change to this re-enrolment form.

☐ Document sighted and attached Signature: _____ Date: _____

SECTION E: PREVIOUSLY WITHDRAWN FROM A UNIT/COURSE AT MELBOURNE POLYTECHNIC

Have you previously withdrawn from unit/s in this course? Y ☐ N ☐

NOTE: By signing the student declaration you are authorising Melbourne Polytechnic to process this re-enrolment.

SECTION F: STUDENT ENROLMENT DECLARATION

* I understand this enrolment is not accepted until receipted.
* I agree to abide by the standards of conduct and the regulations and rules of Melbourne Polytechnic.
* I authorise Melbourne Polytechnic to release information regarding my enrolment to any government department.
* I authorise Melbourne Polytechnic to verify all academic records provided, from any educational institution to confirm that the information I have provided is an accurate record.
* I acknowledge that I may be contacted regarding a Student Outcome Survey.
* I declare that the information supplied by me on this form is correct and completed to the best of my knowledge.

☐ * I acknowledge that I have been advised that I must maintain a 50% pass rate in order to continue to access FEE HELP for my enrolment.

Student signature: _____ Date: _____

SECTION G: ENROLLING OFFICER

☐ * I have advised the student that to continue to access FEE HELP assistance, the student must maintain a 50% pass rate.

Enrolling officer name: _____

Signature: _____ **Position:** _____ **Date:** _____

SAMPLE