

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. If you applied through an agent, please submit the requested document through your agent. Your agent can then submit it through the agent online application.

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):
Course code / name:	Intake:
SECTION B: APPLICANT DECLARATION	
<ul style="list-style-type: none"> I understand that if I am issued a Confirmation of Enrolment (CoE) whilst I have condition(s) on my International Student Course Agreement (offer letter), 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 commencement date of my course/s. I am aware that I am not required to pay the deposit when applying for the conditional COE. Once my conditional COE is approved, I can then accept my Monash offer and pay the required deposit to obtain my COE. I understand that my COE will be cancelled and Department of Home Affairs be 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. I undertake to enrol on time and be present at Monash University on the registration date of my course. I understand that if I fail to enrol on time or register my arrival 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. I will submit all required documents as stipulated in the conditions of my offer letter at least two weeks before my course start date. I will contact Monash Admissions if I am unable to provide the required documents by that date. I understand that I may be required to defer my course commencement to the next available intake if I fail to submit the required documents by the above deadline. I undertake to leave my home country only when I have a Full/Unconditional Offer from Monash University or Monash College. In the event that I am already in Australia when my results are released and I do not meet the requirement for the course I have accepted, I will be reassessed for an alternative course with lower requirements (e.g. Monash College pathway program) or I may have to return home. 	
Applicant signature:	Date:
For under 18 student, parent/legal custodian signature:	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:	Signature: Date:

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. For more information on this please refer to the website: <https://www.monash.edu/privacy-monash/data-protection-and-privacy-procedure-and-collection-statements>