

## 2.2 CURRENT MACQUARIE INTERNATIONAL STUDENTS

Procedures	Details
Step 1	<p><b>Select either 1 or 2 units</b> from the Schedule of Units in the Summer Handbook or the Units Available on the Summer Website -<a href="http://www.coe.mq.edu.au/Timetable.htm">http://www.coe.mq.edu.au/Timetable.htm</a></p>
Step 2	<p><b>Check the units do not clash and that you will meet any prerequisites</b> as listed in the handbook or at <a href="http://www.coe.mq.edu.au/Timetable.htm">http://www.coe.mq.edu.au/Timetable.htm</a></p>
Step 3	<p><b>Calculate the total tuition fees for units selected</b></p>
Step 4	<p><b>Enrol in units online (from 16 Oct – 22 Dec 2008)</b> via eStudent <a href="https://student1.mq.edu.au">https://student1.mq.edu.au</a>.</p> <p><b>NB:</b> Fees are due on the day of online enrolment.</p> <p><b>NB:</b> Enrolments between 22 December 2008 and 2 January 2009 will attract a \$200 late enrolment fee and be subject to unit availability and class quotas.</p> <p><b>NB:</b> No enrolments will be possible after 2 January 2009.</p> <p>After logging into eStudent go to ‘My Enrolment’ and follow the prompts to add the units, selected in Step 1, to your program. Units available will have a study period of ‘Summer’ and year of ‘2009’</p>
Step 5	<p><b>Pay Tuition Fees now due.</b></p> <p><b>NB:</b> Failure to pay fees by the due date (day of enrolment) will attract a late payment fee (\$200) and a fee sanction.</p> <p><b>NB:</b> Include an additional \$200 if enrolling between 22 December 2008 and 2 January 2009 to cover the late enrolment fee.</p> <p>Go directly to Online Payments at <a href="http://onlinepayments.mq.edu.au/">http://onlinepayments.mq.edu.au/</a> and pay, by credit card, the amount calculated at Step 3.</p> <p>Other payment options are available at ‘How to Pay’ - <a href="http://www.ofs.mq.edu.au/student_finances/paying_fees.htm">http://www.ofs.mq.edu.au/student_finances/paying_fees.htm</a></p>

Step 6	<p><b>Confirmation of Enrolment and Changes of Program</b> – can be made via eStudent - <a href="https://student1.mq.edu.au">https://student1.mq.edu.au</a></p> <p><b>NB:</b> <i>Changes of program will require an immediate fee payment if new fee total increases</i></p>
Step 7	<p><b>Regularly check the Summer Program website</b> for updates to Unit Information prior to classes commencing - <a href="http://www.coe.mq.edu.au/Timetable.htm">http://www.coe.mq.edu.au/Timetable.htm</a></p>