



General Information for Applicants

Application Process

The application process consists of four steps: prepare, apply, interview and outcome. You must ensure to complete the required steps by the dates advertised by the College.

If you have any questions please contact enquiries.mannix@monash.edu or call us +61 3 9905 0990.

Step 1: Prepare

In order for your application to be accepted, you will be required to provide the following supporting documentation:

- A profile photo (headshot for identification) in either JPEG or PNG.
- Your most recent school report [PDF]. If you are currently in Year 12, this can be your Year 11 report (if you are applying as a school student)
- Transcripts from any university study you have undertaken, if any [PDF] (if you are applying as a university student)
- An character reference [PDF]

Examples of acceptable referees are your School Principal, School Deputy / Vice Principal, School Careers Advisor, School Counsellor or School Teacher. Your referee should use the template provided or provide a reference on a school or business letterhead. Your referee may prefer to send their reference confidentially to the College which we will happily receive and attach to your application. Referees can email their reference to enquiries.mannix@monash.edu. Please contact the College if you have any problems providing a reference.

Step 2: Apply

Applications are completed via our Accommodation Portal. The completion of your application will also require payment of the non-refundable application fee of \$50. You will receive a confirmation email once you submit your application. If you do not receive an email, please contact the College.

Step 3: Interview

This is your opportunity to get a feel for the College, ask as many questions as you would like to, and for the Principal to understand your interests, ambitions and reasons for wanting to join our College. It's a warm and friendly conversation and we're looking forward to having it with you. To prepare, think about:

- what you hope to gain from a collegiate experience at Mannix;
- how you would describe yourself, your interests or hobbies; and
- any questions you have about College life and how we might support you during your university experience.

Interviews can be held in person at the College or via Zoom. Attending in person is often preferred as you can have a College tour too.

Step 4: Outcome

You may receive a conditional offer or be placed on the waiting list.

Conditional offers of resident membership are contingent on your undertaking a full-time, on-campus study at a Bachelor degree level or higher at Monash University during your time in residence.

Accepting Your Offer

You must accept your conditional offer within the time advised by the College or the offer will lapse. As part of this, you must pay \$500 towards your Accommodation Bond which reserves your place at Mannix.

After you accept your conditional offer you can enjoy the peace of mind that comes with knowing you have reserved your place at Mannix.

To finalise your place at Mannix, we will email you an unconditional offer which you must accept within the time advised by the College or the offer will lapse. As part of this, you must pay the remaining Accommodation Bond balance of \$500. If at this time you are still waiting for an offer from Monash University, let us know via enquiries.mannix@monash.edu and we can extend the offer acceptance deadline for you

Deferring Your Offer

If you choose to defer your Monash University studies you can also defer your Mannix offer. As part of this you must pay \$500 towards your Accommodation Bond within the time advised by the College. The balance of your Accommodation Bond will be payable before you commence your residency.

Waitlist

Each year the number of applications for a place at Mannix exceeds the available places. You are encouraged to apply for a College place as early as possible. Once we have offered all of our available accommodation places, new applicants will automatically be added to the waitlist. Students on the waitlist are encouraged to remain in contact with the College.

Withdrawal

If you choose to withdraw your place before unconditional offers are sent please let us know so that another student may benefit from being offered your place.

What is the Accommodation Bond?

An Accommodation Bond of \$1,000 secures and maintains your place at Mannix and you pay it in two instalments:

- Conditional Offer deposit of \$500. It is not refundable if you do not commence residency for any reason.
- Unconditional Offer deposit of \$500. It is not refundable if you do not commence residency for any reason.

For residents, the full Accommodation Bond is refundable at the end of the residency period if all requirements of the Residency Agreement and Conditions of Residency have been met.