



## Application Guide for Mannix College 2025

Each year, the number of applications for a place at Mannix College exceeds the available spots, so we encourage you to apply as early as possible. The application process consists of four steps: prepare, apply, interview, and outcome.

If you have any questions, please contact [mannix@monash.edu](mailto:mannix@monash.edu) or call us at +61 3 9905 0990.

### Step 1: Prepare

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

1. A profile photo (headshot for identification) in either JPEG or PNG
2. 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)
3. Transcripts from any university study you have undertaken, if any [PDF] (if you are applying as a university student)
4. Summaries of your participation and interest level in various cultural, arts, and sports activities, as well as any leadership roles you've held. Additionally, you'll be asked to provide short personal statements about your interests, aspirations, volunteer activities, and co-curricular involvement.
5. A reference from your school [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 [mannix@monash.edu](mailto:mannix@monash.edu). Please contact the College if you have any problems providing a reference.

**We encourage you to gather this information well before you apply to make the submission process smooth and efficient.**

### Step 2: Apply

Applications are completed via our Accommodation Portal. A non-refundable application fee of \$50 is required to complete your application. You will receive a confirmation email upon submission. 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 questions, and for the Principal to understand your interests, ambitions, and reasons for joining Mannix. It's a warm and friendly conversation. To prepare, consider the following:

- what you hope to gain from a collegiate experience at Mannix;
- how would you 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.

## Step 4: Outcome

You may receive a Conditional Offer or be placed on the Waitlist

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

### Accepting Your Conditional 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. You cannot defer a Conditional Offer.

To finalise your place at Mannix, we will email you an unconditional offer near the beginning of your planned residency 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 [mannix@monash.edu](mailto:mannix@monash.edu), and we may be able to extend the offer acceptance deadline for you

### Deferring Your Unconditional 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

Due to high demand, Mannix keeps a waitlist after all available places in each offer round are filled. If placed on the waitlist, you will be notified and should stay in contact with the College. You may be offered a place if an accepted student withdraws or more spaces open up. Apply early to improve your chances.

### Withdrawal

If you choose to withdraw your place at any time, please let us know so that another student may be 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.