



## Intermission application form (Coursework only)

ADM05-V05/06

***This form is not to be used by Monash College Students***

### **Intermission (Coursework students)**

If you are currently enrolled in a course at Monash you may wish to apply to take a period of leave from your enrolled course.

Intermission is normally granted for a period of no more than one calendar year or two consecutive semesters. If you wish to extend your intermission, you must re-apply and your faculty will determine whether an extension is possible. For information on the time limit for completion of your course and the maximum intermission period permitted, please refer to the student resource guide.

If you are approved for intermission, you will be notified in writing by your faculty within approximately 3 weeks.

**Students enrolled in the Bachelor of Medicine and Bachelor of Surgery *must* contact the administrative officer (Medicine) on 9905 4309 if they intend to intermit. Approval *will not* be granted until the Medicine intermission procedure is complete. *Please note intermission in these cases is not automatically granted.***

For further information about the financial and academic implications of intermission please refer to the Student Resources Guide:

<http://monash.edu/pubs/handbooks/srg/>

### **International Students (on campus only)**

International students who apply for intermission are required to first consult with International Student Support Unit as the ESOS Act (2000) specifies that intermission will only be approved on exceptional compassionate grounds, e.g. illness or severe personal circumstances. Financial problems do not constitute compassionate grounds.

You should provide original or certified copies of medical certificates, death certification or supporting documentation from a registered psychologist, or other registered bodies. All documents must be provided in English.

When circumstances aside from the above arise and you are required to withdraw from your course, the faculty may offer guaranteed re-admission to the course. This guarantee will specify a period and take account of the imposition of any exclusion periods imposed by DIMA.

Monash University must report any period of intermission sought from your course to DIMA.

Legislation relating to international student visas states that when on intermission you must return to your home country within four weeks of the intermission being granted. You may be required to provide additional information as part of the approval process.

To avoid any administrative delays please ensure you have the relevant supporting documentation with you when seeking advice from International Student Support Unit and ensure to submit any relevant documents with your application.

### **Fees**

In order to receive a refund of fees, you **must** submit the intermission application before the census date for units of study specified in each semester.

<http://www.adm.monash.edu.au/ssd/fees/refunds>

International students who are approved for intermission should note that AU\$1000 of the tuition fees paid for the semester will be retained by Monash University, the remaining amount may be refunded to the student upon application.

### **Closing Dates**

Closing dates for processing applications vary. For details on closing dates please refer to the following web site:

<http://www.adm.monash.edu/service-centre/forms/>

### **Lodgement of applications**

**Berwick, Clayton, Gippsland, Parkville Peninsula, campuses:**

Applications should be submitted to the faculty office on your home campus.

**Caulfield Campus:** Applications should be submitted to the Caulfield Service Centre.

**Business & Economics Postgraduate students:** must submit their form to their Department.

### **Privacy statement**

The information on this form is collected for the purposes of assessing your application for Intermission. If you do not complete all questions on this form it may not be possible for the application to be assessed by your enrolled faculty. Personal information may also be disclosed to the relevant institutions for verification of your previous studies. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer: [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au)

If you change your address during the period of intermission please ensure that the university has your current details at all times. This can be done by amending your address details via the my.monash portal: <http://my.monash.edu.au>

<b>RECEIVED</b>	
<b>Please retain this copy as proof that your application has been submitted</b>	
Student ID number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tracking number:	<input type="text"/>



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Tracking Number: \_\_\_\_\_

Faculty sent to: \_\_\_\_\_

Campus: \_\_\_\_\_

### Section A Personal details

Student ID number

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Family name \_\_\_\_\_

Given name \_\_\_\_\_

Date of birth

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Are you an International student on a student visa? (please tick)

- Yes (Refer to **Section D** of this form)  
 No

**If you change your address during the period of intermission, ensure the university has your current details by updating your address details in your my.monash portal.**

### Section B Details of current enrolment

Course title \_\_\_\_\_

Course code

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Year level \_\_\_\_\_

Campus \_\_\_\_\_

### Section C Details of intermission

Intermission

semester start \_\_\_\_\_

return semester \_\_\_\_\_

Reasons for intermission: **International students note: supporting documentation must be attached**

Have you previously applied for intermission?  Yes  No

If yes, please specify \_\_\_\_\_

Semester(s) \_\_\_\_\_

Year (s) \_\_\_\_\_

Are you on a scholarship?  Yes  No

If yes, please specify \_\_\_\_\_

### Section D International students

International students applying for intermission from their course must contact the Monash International office on their home campus (campus at which you are enrolled). Monash International will discuss with you the visa issues associated with intermission. This stamp confirms that such a discussion has taken place. Your faculty will decide whether or not to grant intermission, taking into account the requirements of the ESOS Act 2000 and National Code.

**Monash International office stamp**

### Section E Applicant's declaration

I declare that the information supplied on this form and the information given in support of my application is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the processing of my application.

International students: I acknowledge that even though the faculty may approve the application for intermission, DIMIA may not accept the reasons provided and may proceed to cancel a visa. This may result in a three-year ban on re-application for a student visa.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### Office use only (Faculty/Dept/School Approval)

Accept application

Reject application

Comments \_\_\_\_\_

Authorised Signature \_\_\_\_\_

Logged

Keyed

Student notified by  photocopy of this page

Letter sent

Processed by \_\_\_\_\_

Date \_\_\_\_\_