



Intermission application form (Coursework students only)

ADM05-V10/11

This form is not to be used by Monash College Students

This form is to be used to apply for a period of leave from your enrolled course. Intermission is normally granted for one year or two consecutive semesters.

Please refer to <http://ask.monash> for information on:

- the financial and academic implications of intermission
- the maximum intermission period permitted
- the time limit for completion of your course

If you wish to extend your intermission, you must re-apply and your faculty will determine whether an extension is possible. Your faculty may have requirements that you complete your degree within a specified timeframe. Check with your faculty to ascertain if your intermission will count towards the time limit for the completion of your course.

Bachelor of Medicine and Bachelor of Surgery students

If you are enrolled in the Bachelor of Medicine and Bachelor of Surgery, prior to lodging your application you must contact the faculty on +61 3 9905 2048 or mbsstudentservices@monash.edu.

Please note intermission in these cases is not automatically granted.

International Students (Australian student visa holders)

According to government legislation – ESOS National Code of Practice 2007 - your intermission can be approved on compassionate or compelling grounds only. You **must** attach independent supporting documentation (originals or certified copies) to support your application (e.g. medical certificates, death certificate or a report from a registered psychologist). All documents must be provided in English or translated into English by a registered translation service.

Prior to lodging your application you are required to **consult with Health and Wellbeing** staff on your home campus who will discuss with you the visa issues associated with intermission. Please ensure you have your supporting documentation with you. Health and Wellbeing hubs can be found at:

<http://www.monash.edu.au/health-wellbeing/>

If your application is approved the Department of Immigration and Citizenship (DIAC) will be advised.

Fees

In order to receive a refund of fees, you **must** submit your intermission application by the relevant census date for each unit of study. For information about refunds please see - <http://monash.edu/fees/discounts-refunds/>

Closing dates

If your application for intermission is approved any enrolled units will be automatically discontinued. Depending on when you apply for intermission certain academic and financial penalties may apply. For more information, please see: <http://www.monash.edu.au/enrolments/dates/census.html>

Approval

Your application will be assessed by your course managing faculty and you will be notified of the outcome in writing.

You are considered to be a student of the university for the period of intermission. To maintain your enrolment after this time you must observe the scheduled re-enrolment dates for the following year and maintain your address details at all times. If you change your address during the period of intermission please update your address via the my.monash portal: <http://my.monash.edu.au>

Lodgement of applications

Completed applications should be lodged as follows:

Caulfield campus

- **Art Design & Architecture and Information Technology students** – submit to the Student Service Centre
- **All other faculties** – submit directly to your faculty office.

All other Australian campuses

Applications should be submitted to your course managing faculty on your home campus.

South Africa campus

Applications should be submitted to your school office on your home campus.

Sunway campus

Applications should be submitted to your school office on your home campus.

Privacy statement

The information on this form is collected for the primary purpose of assessing your application for intermission. If you do not complete all the questions on this form it may not be possible for the application to be assessed. 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, please contact the University Privacy Officer at: sss.privacy@monash.edu

RECEIVED	
Please retain this copy as proof that your application has been submitted	
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	_____
Faculty Stamp	
Date	_____



Intermission application form (Coursework students only)

Tracking number: _____

Faculty sent to: _____

Campus: _____

Section A Personal details

Student ID number

--	--	--	--	--	--	--	--

Family name _____

Given name _____

Are you an International student on an Australian student visa? (please tick) No (finish at Section D) Yes (also refer to Section E)

If you change your address during the period of intermission, ensure the university has your current details by updating your address via the my.monash portal: <http://my.monash.edu.au>

Section B Details of current enrolment

Course title _____

Course code

--	--	--	--

Year level _____

Campus _____

Section C Details of intermission

Intermission: Semester start _____ Semester Return _____

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

Have you previously applied for intermission? No Yes If yes, please specify (Sem/Year) _____

Are you on a scholarship? No Yes If yes, please specify _____

Section D 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 assessing of my application.

Signature: _____ Date: _____

Section E International students (Australian student visa holders)

Prior to lodging your application you are required to **first consult with Health and Wellbeing** staff on your home campus.

- Independent supporting documentation attached
- Student advised of visa issues associated with intermission

Health and Wellbeing stamp

Staff name: _____ Signature: _____ Date: _____

Office use only (faculty/department/school approval)

Approved _____ Logged _____ Keyed _____ Student notified _____
Not Approved _____ Student notified _____ Reason _____

Authorised by (name): _____ Signature: _____ Date: _____

Processed by: _____ Date: _____