



Application for course discontinuation

ADM22-V5/17

This form is to be used by coursework students who wish to discontinue from their current course.

Monash College students should not use this form to discontinue. Please use the Monash College Application for discontinuation form.

Research students enrolled in a program administered by Monash Graduate Education (MGE), should contact MGE with queries regarding discontinuation of studies. See www.intranet.monash.edu.au/graduate-education for more information.

General information

Students choose to discontinue a course for a variety of reasons – both academic and personal. We recommend that you discuss your reasons for discontinuation with family, friends or University staff who may be able to assist with issues contributing to this decision, including.

- Your **faculty** course adviser or faculty office will be able to provide guidance or assistance with concerns regarding your current course, academic requirements or other study options. For faculty contact information, see monash.edu.au/faculties.
- **Monash Connect**. Monash Connect staff can assist with personal, financial, accommodation and other matters that may impact on your studies.
- **University Health Services**. Student counsellors are available to provide free and confidential support to students on all campuses.
- **Disability Support Services** (DSS). Provides assistance to students with disabilities and medical conditions. If you wish to discontinue due to medical reasons, please contact the DSS first as they may be able to provide services that will assist you in continuing your studies with minimal disruption.
- **Career Connect**. Provides students with careers counselling, information on study pathways to career goals and job search.

Any assistance provided will be non-judgmental and will respect decisions to discontinue.

Other options

- To discontinue from all units but retain your place in your course you must apply for **intermission**. You can apply via WES at <https://my.monash.edu.au/wes/> or obtain a form from: monash.edu.au/connect/forms

Please note that each semester has critical dates by which you can vary your enrolment without penalty. Refer to the principal dates, your student diary or contact your faculty for details:

monash.edu.au/students/dates/principal-dates

International students must contact their faculty to discuss applications to vary your enrolment.

Form submission

There are no specific closing dates for course discontinuation however we recommend that (where possible) you submit your form before the current semester's census date. This will ensure that you do not pay fees for units you will not complete.

Forms must be submitted to your managing faculty. You can find out which faculty manages your course from the Handbook: monash.edu.au/pubs/handbooks/

Students who are transferring to another course at Monash or another university should complete and submit this form after receiving an offer for their future course.

Privacy statement

The information on this form is collected for the primary purpose of processing your application to discontinue your current course of study. Other purposes of collection include the use of de-identified aggregate data for evaluating and improving information and support programs available to students. Personal information may also be disclosed to government agencies such as the Department of Education and the Department of Employment (DEEWR), Centrelink and the Department of Immigration and Border Protection (DIBP). If you choose not to complete all the questions on this form, it may not be possible for Monash University to discontinue your current course of study.

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 at privacyofficer@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	_____



Application for course discontinuation

ADM22-V5/17

Section A Personal details

Student ID

Are you an international student? (Australian campuses only) Yes No

Course code _____ Course name _____ Campus _____

Full-time Part-time On-campus Off-campus Multimodal

Family name _____ Daytime or mobile number _____

Given names _____

Section B Reason for discontinuation from course

Have you sought advice about your decision to discontinue from your course? Yes No

Please tell us why you are discontinuing from your course. Please tick the most relevant reason (choose one only).

I am discontinuing for health reasons ⁴⁵	<input type="checkbox"/>
I am discontinuing for financial reasons ⁴⁶	<input type="checkbox"/>
Personal/family reasons	<input type="checkbox"/>
I am not able to balance study with my family commitments ⁵³	<input type="checkbox"/>
There has been a major event in my life (eg birth, divorce, death) ⁵⁴	<input type="checkbox"/>
I am unhappy with campus life ⁵⁵	<input type="checkbox"/>
Employment commitments/opportunities	<input type="checkbox"/>
I am not able to balance study with my work commitments ⁵⁶	<input type="checkbox"/>
I have a new job and/or I am moving to a new location with my job ⁵⁷	<input type="checkbox"/>
No interest in course/expectations not met	<input type="checkbox"/>
The course is not what I expected ⁵⁸	<input type="checkbox"/>
The course is not the course I really want to study ⁵⁹	<input type="checkbox"/>
I am unhappy with my academic experience at Monash ⁶⁰	<input type="checkbox"/>
I am transferring to another Monash course ⁰⁴	<input type="checkbox"/>
I am transferring to a course at another institution ⁰³	<input type="checkbox"/>
Do not wish to disclose reason ⁰¹	<input type="checkbox"/>
Overall, I was happy with my experience at Monash Yes <input type="checkbox"/> No <input type="checkbox"/>	I would like to return to Monash again in the future Yes <input type="checkbox"/> No <input type="checkbox"/>

Section D Date of discontinuation

I want to discontinue from my course on / / 2 0 This must be today's date or a future date. Use the first day of the next semester if you intend to complete your current semester.

Section E Privacy statement

The information on this form is collected for the primary purpose of processing your application to discontinue your current course of study. Other purposes of collection include the use of de-identified aggregate data for evaluating and improving information and support programs available to students. Personal information may also be disclosed to government agencies such as the Department of Education Employment and Workplace Relations, Centrelink and the Department of Immigration and Citizenship. If you choose not to complete all the questions on this form, it may not be possible for Monash University to discontinue your current course of study.

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 at privacyofficer@monash.edu.

I agree to be contacted by a representative of Monash University regarding the information I have given on this form. Yes No

Section F Student declaration

I understand that failing to complete Sections A and D of this form means Monash University cannot discontinue me from my course. I understand that students who voluntarily discontinue from an undergraduate or postgraduate course at Monash and wish to be readmitted, must reapply for entry through the relevant competitive selection process. I declare that the information supplied on this form is correct and complete.

Signed _____ Date _____

Office use only (Faculty/dept/school)

Callista updated by _____	Date _____
---------------------------	------------