Intermission application form (coursework students)

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

This form is not to be used by Monash College students.

General information

See monash.edu/enrolments/processes/change/intermission for information on:
- the financial and academic implications of intermission
- the maximum intermission period permitted
- the time limit for completion of your course.

To extend your intermission, you must re-apply. Your faculty will determine whether an extension is possible and whether intermission is included in the time limit to complete your course.

Bachelor of Medicine and Bachelor of Surgery students

Before lodging an application, you must contact the Monash School of Medicine on +61 3 9905 2048 or medstudentservices@monash.edu. Intermission is not automatically granted.

International student visa holders (Australian campuses)

Under government legislation (ESOS National Code of Practice) we can approve your application only on compassionate or compelling grounds. You must attach independent supporting documentation (original or certified copies of medical/death certificates or a report from a registered psychologist). All documents must be provided in English or translated into English by a registered translation service.

Before submitting your application, you’re required to consult with Monash Connect staff, to discuss the visa issues associated with intermission. Please have your supporting documentation with you. Monash Connect locations can be found on campus: monash.edu/connect/contact-us.

If your application is approved, the Department of Home Affairs (HA) will be advised.

Fees

To receive a refund of fees, you must submit your intermission application by the relevant census date for each unit of study. For details see: monash.edu/fees/discounts-refunds.

Closing dates

If your application is approved, any enrolled units will be automatically discontinued. Depending on when you apply for intermission, some academic and financial penalties may apply. For details see: monash.edu/enrolments/dates/census.

Approval

Your course managing faculty will assess your application and notify you of the outcome in writing.

You’re considered to be a student of the University for the period of intermission. Ensure you maintain your enrolment after this time by checking the re-enrolment dates for the following year. Maintain your address details at all times, in my.monash: http://my.monash.edu.au

Submitting your application

Australia

Submit your application to your managing faculty office on your home campus.

Malaysia

Submit your application to your school office on your home campus.

South Africa

Submit your application to the Student Services Centre.

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: privacyofficer@monash.edu

RECEIVED

Please retain this copy as proof that your application has been submitted

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Date ________________
Section A  Student to Complete 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 B)  ☐ Yes  (also refer to Section C)

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

Details of current enrolment

Course title

Course code

Year level

Campus

Details of intermission

Intermission: Semester start ______________________ Semester Return ______________________

Student visa holders need to provide reasons for intermission

☐ Medical
☐ Bereavement
☐ Major home country political upheaval/natural disaster
☐ Family reasons
☐ Visa refusal/cancellation
☐ Traumatic personal experience
☐ Pregnancy/Child birth
☐ Military services
☐ Course progression/unit unavailability
☐ Other please specify ____________________________________________________________________________

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 B  Students 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.

☐ I have attached independent supporting documentation (Applicable to Australian campus student visa holders)
☐ If documentation not attached and holding a student visa provide reason ____________________________________________________________________________

Signature: ___________________________________________________________ Date: __________

Section C  Monash Connect use only - International students (Australian campus student visa holders)

Prior to lodging your application you are required to first consult with Monash Connect staff on your home campus

☐ Supporting documentation attached
☐ Documentation not attached, student advised to supply to faculty
☐ Student advised of visa issues associated with intermission

Staff name: ___________________________ Signature: ___________________________ Date: __________

Section D  Office use only (faculty/department/school approval)

☐ Approved  ☐ Logged  ☐ Keyed Intermission (ENRF4160)  ☐ ESOS student only WES 48cp exception (IASF0621)  ☐ Student notified

☐ Not Approved  ☐ Student notified  Reason ____________________________________________________________________________

Authorised by (name): ___________________________ Signature: ___________________________ Date: __________

Processed by: ___________________________ Date: __________