



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	
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	_____



Section A Student to Complete Personal details

Student ID number

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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

- | | | |
|--|--|---|
| <input type="checkbox"/> Medical | <input type="checkbox"/> Bereavement | <input type="checkbox"/> Major home country political upheaval/natural disaster |
| <input type="checkbox"/> Family reasons | <input type="checkbox"/> Visa refusal/cancellation | <input type="checkbox"/> Traumatic personal experience |
| <input type="checkbox"/> Pregnancy/Child birth | <input type="checkbox"/> Military services | <input type="checkbox"/> 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

Monash Connect stamp

Staff name: _____ Signature: _____ Date: _____

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

- | | | | | |
|--|---------------------------------|--|--|---|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Logged | <input type="checkbox"/> Keyed Intermission (ENRF4160) | <input type="checkbox"/> ESOS student only WES 48cp exception (IASF0621) | <input type="checkbox"/> Student notified |
| <input type="checkbox"/> Not Approved <input type="checkbox"/> Student notified Reason _____ | | | | |

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

Processed by: _____ Date: _____