

PROCEDURE

Procedure Title

Deferment and Intermission Procedure

Parent Policy

Admission Policy (for deferment)
Enrolment Policy (for intermission)

Scope

The procedure is applicable to Monash College students and prospective students.

Professional Year students' applications for a leave of absence are dependent on the professional body. Professional Year students wishing to apply for a leave of absence should contact mpp-programs@monashcollege.edu.au.

Preamble

Any prospective student can apply to defer the commencement of their studies for up to 12 months (or longer as described below).

International students in Australia on student visas (ESOS students) can apply for intermission for a period of up to 12 months, where this is approved in accordance with Standard 9 of the National Code, compassionate or compelling circumstances must be established. Intermission applications are assessed on a case by case basis and must meet criteria set out in the procedure.

Deferment (postponement of commencement) and intermission (leave of absence) are formal agreements between Monash College and an individual student for a specific course, for a defined period of time.

Definitions

Census Date	The date on which a student's enrolment is finalised.
CoE	Confirmation of Enrolment. A document provided electronically, which is issued by the registered provider to intending international students and which must accompany their application for a student visa.
Compelling or Compassionate Circumstances	<p>Monash College regards compassionate or compelling circumstances as those that are involuntary and beyond the control of the overseas student and which have an impact upon the overseas student's course progress or wellbeing. These could include but are not limited to:</p> <ul style="list-style-type: none"> • Serious illness or injury (including mental health), where a medical certificate issued by a

	<p>Doctor*(in line with the Australian Medical Association Guidelines) states that the overseas student was unable and/or unfit to attend class;</p> <ul style="list-style-type: none"> ● Bereavement of close family member/s such as parent/s or grandparent/s (where possible a death certificate should be provided); ● Major political upheaval or natural disaster requiring emergency travel and this has impacted on the overseas student's studies; ● A traumatic experience, which could include: <ul style="list-style-type: none"> ○ Involvement in, or witnessing of a serious accident; or ○ Witnessing or being the victim of a serious crime, and this has impacted on the student (police or psychologist's reports should be supplied) ○ Victim of a scam causing financial issues. ● Enrolment reasons (such as unit enrolment sequencing and or offer). <p>* The Doctor MUST be registered with the Australian Health Practitioner Regulation Agency. If unsure, please check the AHPRA register.</p>
Course (of study)	A number of subjects or units of study extending over a period of time leading to an award, qualification or completion of a recognized program.
CRICOS	The Commonwealth Register of Institutions and Courses for Overseas Students lists all providers registered to offer courses to people studying in Australia on student visas and the courses that are approved for offer.
Deferment	The process of postponing the commencement of a course after an applicant has been accepted but before they have officially started the course.
Enrolment	The process that extends from the acceptance of an offer in a place at Monash College through submission of all required documentation to payment of all required fees by the student.
ESOS	Education Services for Overseas Students – regulates the education and training of overseas students studying in Australia on student visas through the <i>ESOS Act</i> and associated legislation which protects the interests of these students by providing tuition and financial assurance.

Intermission	A break in studies that when granted reserves a place in the course for a student when the intermission has ended providing that the student re-enrol during the designated periods and meets the criteria to re-enrol.
International Student	A person enrolled who is not a citizen of Australia or New Zealand and who does not hold Permanent Residency status in Australia.
LEDR Number	LEAP Electronic Data Recorder Number – an official Victorian Police incident report number
PRISMS	Provider Registration and International Students Management System. An Australian Government Information Management System.
Suspension (of enrolment)	Discontinuation of a student from courses with an administrative encumbrance which cuts access to Monash College services for a period determined by Monash College.
Underload	Approved arrangement whereby a coursework student enrolls in less than the standard full-time study load.
Withdraw/Discontinuation	The formal discontinuation of a unit or course prior to its completion.

Procedure

1.0	Deferment	
1.1	<p>Prospective students can defer their commencement at Monash College for up to 12 months. Applications for a longer deferment may be permitted, on a case by case basis, in exceptional circumstances (e.g. financial difficulties, compulsory military service).</p> <p>Students should apply to defer their course before the enrolment date in the offer letter. Students must send a written request using the defer your studies form.</p>	Student
1.2	<p>Monash University Admissions will advise if the application for deferment is approved.</p> <p>If approved, Monash University Admissions will send the student a new offer letter and start date.</p>	Monash University Admissions

2.0	Intermission	
2.1	<p>Students must apply for intermission using the Application for Intermission Form, available from the Form section on the Monash College website.</p> <p>Intermission applications from students who are in their first teaching period and who apply before census date will be processed as applications to defer.</p> <p>International students must also provide documented evidence to support the application for intermission. Any evidence submitted in support of an intermission application must be translated to English by a certified translator.</p> <p>Domestic students applying for intermission after census date are encouraged to submit supporting documentation.</p> <p>Types of accepted evidence includes, but is not limited to:</p> <ul style="list-style-type: none"> ● Medical certificate, letter from a medical professional stating the need for leave of absence from study. ● Hospital records. ● Letter from a social worker, lawyer, psychologist, or counsellor. ● Death notice or certificate and evidence of relationship. ● Police report or LEDR Number. ● Letter from the Monash College Student Safety Manager. ● Notification from: <ul style="list-style-type: none"> ● defence services ● Juries Commissioner's Office ● Emergency service organisations such as the Country Fire Authority. ● engagement@monashcollege.edu.au. <p>Students can seek assistance/advice regarding collecting evidence for their applications from the Student Welfare Team.</p> <p>For applications made before commencement of the teaching period, the start date of the intermission will be the first day of the teaching period from which it is to take effect.</p>	Student

	<p>For applications made after the commencement of the teaching period, the start date will be the date of application, so that the appropriate academic and financial penalties (if any) are applied.</p> <p>Students can apply for intermission up to the census date of the study period in which they wish to commence intermission without penalty. Applying for intermission after the census date may incur a withdrawn grade (ie academic penalty) and financial debts for all enrolled units. For English students, this will apply from day 1 of scheduled classes.</p> <p>In addition to the circumstances detailed in the definitions section, intermission may be granted:</p> <ul style="list-style-type: none"> ● If a physical or psychological condition exists and a certificate from a medical practitioner, psychiatrist or psychologist states that the student is unable to attend classes or is recommended to take study leave; ● Where a student has experienced a traumatic or highly stressful experience: e.g. involved in or witnessing a serious accident, witnessing or being victim of a serious crime, where documented by psychologist reports, a police report or guardian statement. ● Where the registered provider was unable to offer a prerequisite unit, or the student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol. ● Extenuating circumstances beyond the control of the student that prevents the student's ability to progress in the course or wellbeing: e.g. a global pandemic, government mandated lockdowns, travels bans etc <p>A student who is suspended or excluded, or whose enrolment is cancelled from Monash College, is not eligible for intermission from their award program.</p>	Student
2.2	<p>The designated person (or delegate) in the program of study will assess applications for intermission and will approve if the student has provided acceptable circumstances and evidence.</p> <p>Intermission is normally granted in standard study period, and is normally for a period of no more than 12 months. Exceptional circumstances must exist for the granting of extended intermission.</p>	Head of Studies
2.3	<p>Students will be notified in writing of the outcome of their application within ten (10) working days from submitting the application.</p> <p>If appropriate, students should continue to attend class until formal notification of the outcome of the intermission application is received.</p>	Student Administration

2.4	For international students in Australia, if intermission is approved the intermission will be recorded in PRISMS and may impact the dates on the eCOE.	Student Administration
2.5	<p>For international students in Australia on a student visa (ESOS) students, Monash College will report the intermission to the Department of Home Affairs via PRISMS.</p> <p>Students should seek advice from the Department of Home Affairs on potential impacts on their visa.</p>	International Students
Return after intermission		
3.1	Monash College will reserve a place in the course for students returning from intermission.	Monash College
3.2	<p>Students on intermission must re-enrol in the next available study period after the period of intermission has ended.</p> <p>International students subject to ESOS requirements must investigate if they need to apply for a new eCoE with a revised course completion date when they return from intermission.</p>	Student
3.3	<p>In receiving an application to return to study, Student Admin will advise the relevant program delegate/ representative.</p> <p>A student that has taken intermission on physical or mental health grounds must provide a medical report or, where appropriate, a Psychologist or Psychiatric report from a registered Medical Professional (see Compelling or Compassionate Circumstances definition), upon request before re-commencing studies.</p> <p>The report must state the student is “fit for study.”</p> <p>An assessment for return to study must be provided a minimum of 21 days prior to return to study date. If the report is dated more than 40 days prior to the return to study date the student must present a certificate stating they are fit to study no more than 2 weeks prior to commencement.</p> <p>The program delegate/representative may consult with the Monash College counsellors, or other relevant staff, to assess if the application to return from intermission is approved.</p>	<p>Head of Studies</p> <p>Student</p>
3.4	<p>Students on intermission continue to be Monash College students for the period of their intermission and must keep their personal details up to date and continue to meet the conditions of their student visa.</p> <p>International students in Australia on student visas (ESOS students) must apply for a new electronic Confirmation of Enrolment (eCOE) with a revised course completion date, upon their return from intermission. Student Administration will then create the new eCOE.</p>	<p>Student</p> <p>Student Admin</p>
3.5	Students who fail to re-enrol after a period of intermission by the due date will have their enrolment cancelled.	<p>Student</p> <p>Student Admin</p>

3.6	<p>Extension of intermission International students subject to ESOS regulations (student visa holders) cannot extend the maximum intermission period.</p> <p>Students experiencing difficulties and unable to re-commence after the maximum intermission period, will be required to discontinue from the program of study and re-apply when they are ready to return to study.</p>	Student
4.0	Appeals	
4.1	Any student aggrieved by a decision as a result of the Intermission procedure, may lodge an appeal as per the Monash College Student Grievance and Appeals Policy and Procedure , where the appeals avenues allowed to the student have not been exhausted.	Student
4.2	Student's enrolment must be maintained as current until any Monash College appeal period in relation to the suspension or cancellation of their enrolment has expired or until appeals avenues have been exhausted.	Monash College

Legislation and Standards	Privacy Act 1988 (Cth) National Code ESOS Act
Reference Policies and Supporting Documentation	Enrolment Policy Privacy Policy and Student Privacy Collection Statement Fitness to Study Procedure Refund Policy Admission Policy Student Grievance and Appeals Policy and Procedure
Responsibility for Implementation	Director, Governance
Status	New
Key Stakeholders	Monash College Students Monash College Pty Ltd Board of Directors Monash College Learning and Teaching Committee Director Student Services Program Directors Manager Student Administration Manager Academic Governance Under 18 Guardian Manager Student Welfare Team Leader Learning Consultants Heads of Studies
Approval Body	Learning and Teaching Committee
Date Effective	02/11/2020
Next Review Date	02/11/2023

Owner Job Title Division	Director, Governance Governance
Procedure Author	Academic Governance Officer
Contact	Director, Governance

Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	02/11/2020	Learning and Teaching Committee	New Procedure under existing policy
1.1	10/11/2020	Director, Governance	Minor wording change in 2.1.