

Office Use Only Approved Rejected

Authorised Signature _____ Date: _____

Comments: _____

Student Notified via email on: _____

 Enrolment block entered (if require) If Sponsored, scholarship office notified

Processed by: _____ eCOE amended by _____ Date: _____

Additional Information**International Students**

International students who apply for intermission are required to first consult with a Learning Consultant as the ESOS Act (2000) specifies that intermission will only be approved on exceptional compassionate grounds, e.g. illness or severe personal circumstances. Financial problems do not constitute compassionate grounds.

You should provide original and certified copies of medical certificates, death certificates or supporting documents from a registered psychologist, or other registered bodies. All documents must be provided in English or must include a certified English translation.

Monash College Diplomas must report to the Department of Home Affairs (DHA) any period of intermission sought from your course.

To avoid any administrative delays please ensure you have the relevant supporting documentation with you when seeking advice from Monash College Diplomas and submit relevant documents with your application.

If you change your address during the period of intermission, ensure that Monash College Diplomas has your current details by updating your address via your my.monash portal.

All Monash College Diplomas students

Students are liable for tuition fees for the trimester when intermission is granted after the census date.

Monash College Enrolment Policy

Students can access the Monash College Enrolment Policy at the following link
<https://www.monashcollege.edu.au/about-us/policies-procedures/enrolment-and-progression>