



Application for Discontinuation of Studies at English Language Centre

Section A: Student Details

Student ID:

Family Name:

Mobile #:

Given Name:

Date of Birth:

Postal Address:

Postcode:

Personal Email:

Are you under 18? Yes No

Are you a Scholarship student? Yes No

If yes, have you notified your sponsor of your intention to discontinue your current course? Yes No

Are you an international student on a Student Visa? Yes No

Are you a Monash Graduate Research student? Yes No

If yes, do you have the approval from your supervisor or Faculty? Yes No

Section B: Course Details

Please tick the English language course that you are currently enrolled in at Monash College

Monash English

Monash English Class Level

Section C: Discontinuation Details

Date of Discontinuation:

Reason for Discontinuation (*International Students: Supporting Documentation must be attached*):

Health reasons ⁴⁵		
Financial reasons ⁴⁶		
Personal/family reasons	I am not able to balance study with my family commitments ⁵³ There has been a major event in my life (e.g. birth, divorce, death) ⁵⁴ I am unhappy with campus life ⁵⁵	
No interest in course/expectations not met	The course is not what I expected ⁵⁸ The Monash course is not the course I really want to study ⁵⁹ I am unhappy with my academic experience at English Language Centre ⁶⁰ I am transferring to another Institution for English or other courses ⁶³	
Internal Transfer	Met pathway requirements (i.e. Diploma, Foundation Year or Monash University course) ⁴²	
External Transfer	Release to another institution - ESOS student ⁶⁵	
Other	Provider Default - ESOS student ⁶⁶ Other ⁶¹	

Overall, my experience at the English Language Centre was positive Yes No

I would like to return to Monash again in the future Yes No

International students applying for discontinuation from their course must contact the Director, English Language who will discuss visa issues associated with discontinuation. This confirms that the discussion has taken place. The English Language Centre will decide whether or not to grant discontinuation, taking into account the requirements of the ESOS Act 2000 and National Code 2018

Section D: Student's Declaration

I declare that the information supplied in this form 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 processing of it.

International students: I acknowledge that I understand the visa implications of discontinuing my studies at English Language Centre and that my visa may be cancelled if my application for discontinuation of studies is approved.

Signature:

Date:



Section E: Approval (Director, English Language)

Director's Signature:

Date:

Comments:

Office Use Only

Student Notified by letter sent on:

If Sponsored, Sponsor approved

Processed by:

Date:

Privacy Statement

Monash College respects your privacy. We will not sell or give away your personal information, unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about other Monash College information. Information can be found in the (http://www.monashcollege.edu.au/__data/assets/pdf_file/0014/15008/mc-student-privacy-statement.pdf) on how to obtain your personal data, modify your details, or how to make a request to stop receiving information from us.

Additional Information

Visa Issues associated with discontinuation

International students must be aware of the following:

Affairs is notified.

Students are advised to contact the Department of Home Affairs (ph 131 881) within 28 days of being discontinued to seek advice about their student visa.

Under 18

Your parent(s) must provide written approval. You must notify the Under 18 Guardianship team via email: guardians@monashcollege.edu.au

Sponsored Students

You must provide written approval from your sponsor. You need to notify the Fees and Scholarships Coordinator via email: mcfees.sponsorships@monashcollege.edu.au

Applying to transfer to another provider

You will need to apply for a release.

The Release Application Form will be provided to you by Monash College Student Administration at your campus.

Students are advised to contact Department of Home Affairs within 28 days of being discontinued to seek advice about their student visa

Department of Home Affairs contact: 131 881

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>

For further information, contact the English Language Centre by email:

english.help@monashcollege.edu.au