



## Application for Discontinuation of Studies at Foundation Year

This form is to be used by students who wish to discontinue their current course from Foundation Year.

### General Information

Students choose to discontinue a course for a variety of reasons – both academic and personal. We recommend that you discuss your reasons for discontinuation with staff, family or friends who may be able to assist with issues contributing to this decision, including:

- Your **Head of Studies** who will be able to provide guidance or assistance with concerns regarding your current course, academic requirements or other study options.
- **Student Engagement Coordinator** who can assist with personal, financial, employment, accommodation, and other matters that may impact on your studies.  
If you wish to discontinue due to medical reasons, please contact **Head of Studies** first as we may be able to provide services that will assist you in continuing your studies with minimal disruption.
- **Career Advisor** who can provide students with careers counselling, information on study pathways to career goals and job search.  
Any assistance provided will be non-judgmental and will respect decisions to discontinue.

Please note that each semester has critical dates by which you can vary your enrolment without penalty. Refer to the Moodle for details.

### Lodgement of Application

Closing date for submitting a course discontinuation application is the last day of the current semester (fee penalties apply). We also recommend that (where possible) you submit your form before the current semester's census date. Students are liable for fees for the semester when discontinuation is applied for and granted after the census date. Forms must be submitted to Student Administration at Level 3, Bourke Street campus

### Privacy Statement

The information on this form is collected for the primary purpose of processing your application to discontinue your current course of study. Other purposes of collection include the use of identified aggregate data for evaluating and improving information and support programs available to students. Personal information may also be disclosed to government agencies such as the Department of Education, Centrelink and the Department of Home Affairs (DHA) If you choose not to complete all the questions on this form, it may not be possible for Foundation Year to discontinue your current course of study.

You have a right to access personal information that Monash College holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Monash College Privacy Officer at [privacy@monashcollege.edu.au](mailto:privacy@monashcollege.edu.au)

<b>RECEIVED</b>											
<b>Please retain this copy as a proof that your application has been submitted</b>											
Student ID number:	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
Staff Signature:	_____										



## Application for Discontinuation of Studies at Foundation Year

### Section A: Student Details

Student ID:

Family Name: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Given Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Are you under 18? Yes  No

Are you a Sponsor/Scholarship student? Yes  No

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

### Section B: Course Details

Course Code:  Course Title: \_\_\_\_\_

### Section C: Discontinuation Details

Date of Discontinuation: \_\_\_\_\_

Please tell us why you are discontinuing from your course. Please tick the most relevant reason (choose one only)

<b>Health reasons</b> <sup>45</sup>		<input type="checkbox"/>
<b>Financial reasons</b> <sup>46</sup>		<input type="checkbox"/>
<b>Personal/family reasons</b>	I am not able to balance study with my family commitments <sup>53</sup>	<input type="checkbox"/>
	There has been a major event in my life (e.g. birth, divorce, death) <sup>54</sup>	<input type="checkbox"/>
	I am unhappy with campus life <sup>55</sup>	<input type="checkbox"/>
<b>No interest in course/expectations not met</b>	The course is not what I expected <sup>58</sup>	<input type="checkbox"/>
	The course is not the course I really want to study <sup>59</sup>	<input type="checkbox"/>
	I am unhappy with my academic experience at Foundation Year <sup>60</sup>	<input type="checkbox"/>
	I am transferring to a course at another provider <sup>03</sup>	<input type="checkbox"/>
	I am transferring to another Monash course <sup>04</sup>	<input type="checkbox"/>
<b>External Transfer</b>	Release to another institution - ESOS student <sup>65</sup>	<input type="checkbox"/>
Overall, my experience at Foundation Year was positive	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>
I would like to return to Monash again in the future	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>

### Section D: Student Visa Details

Visa Expiry Date: \_\_\_\_\_ Are you on a package visa? Yes  No

*Release Letters will only be issued to students on a Packaged Visa. Please attach an offer letter from another provider as well as your completed "Release letter application form".*

Students applying for discontinuation from Foundation Year course must contact Student Administration who will discuss visa issues associated with discontinuation and will decide whether or not to grant discontinuation, taking into account the requirements of the ESOS Act 2000 and National Code 2018

### Section E: International Students

International students applying for discontinuation from their course must make an appointment with the relevant Head of Studies, who will discuss visa issues associated with discontinuation. This confirms that a discussion has taken place. Foundation Year will decide whether or not to grant discontinuation, taking into account the requirements of the ESOS Act 2000 and National Code 2018.

Staff Signature: \_\_\_\_\_ Comments: \_\_\_\_\_ Date: \_\_\_\_\_

### Section F: 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.  
**I acknowledge that I understand the visa implications of discontinuing my studies at Foundation Year and that my visa may be cancelled if my application for discontinuation of studies is approved.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Approved  Rejected

Student Administration Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Student Notified by letter sent on: \_\_\_\_\_ If Sponsored, scholarship office notified

ESOS Reported on: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_



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](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**

### **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>

### **Student visa issues associated with discontinuation**

International students must be aware of the following:

When an international student is discontinued from a Monash College course, the eCOE is cancelled and the Department of Home 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](mailto:guardians@monashcollege.edu.au)

### **Sponsored Students**

You need to notify the Fees and Scholarships Coordinator via email:

[mcfees@monashcollege.edu.au](mailto:mcfees@monashcollege.edu.au) to obtain a written approval from your sponsor.

### **Applying to transfer to another provider**

You will need to apply for a release letter.

To apply for a release letter the application form is available on the Monash University website:

<http://www.monash.edu.au/connect/assets/docs/forms/international-release.pdf>

Students are advised to contact DHA within 28 days of being discontinued to seek advice about their student visa.

DHA contact: 131 881

### **Refund of Fees**

#### **Before Census Date**

If you discontinue your course before the Census Date, Monash will refund 50% of the course fee paid for the relevant study period and any deposit fees paid for courses to be undertaken in future study periods as part of a packaged offer, less a fee of A\$500 per course now not to be undertaken.

#### **After Census Date (All students)**

No refund will be made if you discontinue after the Census Date of the study period that you are enrolled.