



## Application for Discontinuation of Studies at Monash College Diplomas

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

### 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.

- Student Administration 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.
- **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.

### 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)

Please note that each trimester 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 trimester (fee penalties apply). We also recommend that (where possible) you submit your form before the current trimester's census date. Students are liable for fees for the trimester when discontinuation is applied for and granted after the census date. Forms must be submitted to Student Administration at Docklands campus

Student ID number:

## Application for Discontinuation of Studies at Monash College Diplomas

### 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
Are you an international student on a Student Visa?	Yes	<i>(Refer to Section D and E)</i>	
		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)

**Health reasons**<sup>45</sup>

**Financial reasons**<sup>46</sup>

**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

**Employment commitments/opportunities**

I am not able to balance study with my work commitments 56

**(Domestic students only)**

I have a new job and/or moving to a new location with my job 57

**No interest in course/expectations not met**

The course is not what I expected 58

The course is not the course I really want to study 59

I am unhappy with my academic experience at Monash College Diplomas 60

Release to another institution - ESOS student 65

**External Transfer**

Transferring to a different course at another institution 70

Overall, my experience at Monash College Diplomas was positive Yes      No

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

### 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".*

### Section E: Student's Declaration

I understand that I am discontinuing after the Census date and will be liable for fees. (If applicable)

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 Monash College Diplomas and that my visa may be cancelled if my application for discontinuation of studies is approved.

**Student Name:**

**Date:**

### Section F: Approval (Manager, Student Administration)

**Signature:**

**Date:**

### Office Use Only

Student Notified by letter on: Fees & Sponsorship Coordinator notified (if applicable)

Processed by: Date:

## Privacy statement

The information on this form is used for the primary purpose of processing your request. Other purposes for collection include: correspondence, administrative matters, statistical analysis, compliance and legislative reporting requirements. If you do not complete all the questions on this form, it may not be possible to process your request. Information can be found in the Student Privacy Collection Statement at [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. You have the right to access personal information that Monash College holds about you, subject to legislation, by contacting the Monash College Privacy Officer via email [privacy@monashcollege.edu.au](mailto:privacy@monashcollege.edu.au)

## 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>

### **For International Students**

#### ***Visa Issues associated with discontinuation***

You must be aware of the following:

1. 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 must provide written approval from your sponsor. You need to notify the Fees & Sponsorship Coordinator via email: [mcfes.sponsorships@monashcollege.edu.au](mailto:mcfes.sponsorships@monashcollege.edu.au)

#### ***Applying to transfer to another provider within Australia***

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:  
<https://www.monashcollege.edu.au/about-us/policies-procedures/forms>

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

DHA contact: 131 881

### **Monash College Diploma Students in their first Trimester**

#### ***Refund of Fees***

##### ***Before census Date (applicable to International Students only)***

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

<https://www.monashcollege.edu.au/about-us/policies-procedures/fees-and-refunds>