

## 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  (Refer to Section D and E) 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>		
<b>Financial reasons</b> <sup>46</sup>		
<b>Personal/family reasons</b>	I am not able to balance study with my family commitments 53	<input type="checkbox"/>
	There has been a major event in my life (e.g. birth, divorce, death) 54	<input type="checkbox"/>
	I am unhappy with campus life 55	<input type="checkbox"/>
<b>Employment commitments/opportunities (Domestic students only)</b>	I am not able to balance study with my work commitments 56	<input type="checkbox"/>
	I have a new job and/or moving to a new location with my job 57	<input type="checkbox"/>
<b>No interest in course/expectations not met</b>	The course is not what I expected 58	<input type="checkbox"/>
	The course is not the course I really want to study 59	<input type="checkbox"/>
	I am unhappy with my academic experience at Monash College Diplomas 60	<input type="checkbox"/>
	I am transferring to a course at another provider 03	<input type="checkbox"/>
<b>External Transfer</b>	Release to another institution - ESOS student 65	<input type="checkbox"/>
<b>Do not wish to share reason</b> <sup>01</sup>		<input type="checkbox"/>

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: International Students

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

Learning Consultant Signature: \_\_\_\_\_ Comments: \_\_\_\_\_ Date: \_\_\_\_\_

### Section F: 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.

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

### Office Use Only

Approved  Rejected Authorised Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_ Team Leader/Teachers notified

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

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

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: [mcfees@monashcollege.edu.au](mailto:mcfees@monashcollege.edu.au)

#### ***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:

[https://www.monash.edu/\\_\\_data/assets/pdf\\_file/0011/277229/international-release.pdf](https://www.monash.edu/__data/assets/pdf_file/0011/277229/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

### **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.