



Application for Intermission of Studies from Foundation Year

As an enrolled student at Foundation Year you may wish to apply to take a period of leave from your enrolled course. Intermission is granted for one year or two consecutive semesters. If intermission is granted for more than 6 months, student must leave Australia for the rest of the duration of their studies.

International Students (student visa holders)

To avoid any administrative delays please ensure you have the relevant supporting documentation. According to government legislation – National Code 2018 - your intermission can be approved on compassionate or compelling grounds only.

You must provide certified copies of documents to support your application eg medical certificates, death certification or a report from a registered psychologist. Financial problems do not constitute compassionate grounds. All documents must be provided in English or translated into English by a registered translation service. The Head of Studies, Foundation Year will decide on your application.

As part of the reporting process for intermission, the Department of Home Affairs (DHA) will be advised.

Fees

You must submit the intermission application before the relevant census date. Please refer to the refund policy for more details. Students are liable for total tuition fees for the semester when intermission is applied for and granted after the census date.

Lodgement of Application

Forms and supporting documents must be presented to the Head of Studies. You will be notified in writing of the outcome of your application.

If you change your address during the period of intermission please ensure that Foundation Year Program has your current details at all times. This can be done by amending your address details via the Web Enrolment System (WES): <http://my.monash.edu.au/wes>

Privacy Statement

The information on this form is collected for the purposes of assessing your application for Intermission. If you do not complete all questions on this form it may not be possible for the application to be assessed. Personal information may also be disclosed to the relevant institutions for verification of your previous studies. You have a right to access personal information that Foundation Year 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: privacy@monashcollege.edu.au

RECEIVED									
Please retain this copy as a proof that your application has been submitted									
Student ID number:	<table border="1" style="display: inline-table;"> <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> </tr> </table>								
Staff Signature:	_____								

Office Use Only Approved Rejected

Authorised Signature _____

Date: _____

Comments: _____

Unit Coordinator notified on: _____

Student Notified via email on: _____

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

Callista updated by: _____

eCOE amended by: _____

Date: _____

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>

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.

MUFY 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 Foundation Year and submit relevant documents with your application.

If you change your address during the period of intermission, ensure that Foundation Year Program has your current details by updating your address via your my.monash portal.

All Foundation Year students

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