



## Application for Intermission 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: \_\_\_\_\_

If you change your address during the period of intermission, ensure that the English Language Centre has your current details by updating your address via Web Enrolment System (<https://my.monash.edu.au/wes/>).

Are you under 18? Yes  No

Are you a Scholarship student? Yes  No

If yes, have you notified your sponsor of your intention to intermit 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 Bridging  Other: \_\_\_\_\_

Monash English Class Level: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_

### Section C: Intermission Details

Intermission Start Date: \_\_\_\_\_ Intermission End Date/Return Date: \_\_\_\_\_

Reasons for Intermission (International Students: Supporting Documentation MUST be attached)

\_\_\_\_\_

\_\_\_\_\_

Have you previously applied for intermission? Yes  (Please specify) No

Previous Intermission Period: \_\_\_\_\_ to \_\_\_\_\_

International students applying for intermission from their course must contact a Head of Studies who will discuss visa issues associated with intermission. This confirms that the discussion has taken place. The English Language Centre will decide whether or not to grant intermission, 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.

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

**Office Use Only** Approved     Rejected

Authorised Signature: \_\_\_\_\_

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

 Restrict self re-enrolment - Tick if student is required to meet with Head of Study to enrol upon return from intermission period

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

Student Notified via email on: \_\_\_\_\_ If Sponsored, sponsor approved: 

Processed by: \_\_\_\_\_ eCoE amended by: \_\_\_\_\_ Date: \_\_\_\_\_

 Enrolment block entered (if require)**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 who apply for intermission are required to first consult with the Head of Studies 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.

English Language Centre 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 English Language Centre and submit relevant documents with your application.

If you change your address during the period of intermission, ensure that English Language Centre has your current details by updating your address via Web Enrolment System (<https://my.monash.edu.au/wes/>).

For further information, contact the Head of Studies by email:

[me.help@monashcollege.edu.au](mailto:me.help@monashcollege.edu.au)

(for Monash English students)

[mehelp@monashcollege.edu.au](mailto:meb.help@monashcollege.edu.au)

(for Monash English Bridging students)