MONASH College

Application for Intermission of Studies from Diploma

As an enrolled student at Diploma you may wish to apply to take a period of leave from your enrolled course. Intermission is granted for one year or two consecutive trimesters. 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 Director, 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 Student Administration. 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 Diploma 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

Student ID number: | | | | | | | | |

MONASH College

Application for Intermission of Studies at Monash College Diplomas

Section A: Student Details

Student ID: ☐☐☐☐☐☐☐☐ Mobile #: _____

Family Name: _____ Date of Birth: _____

Given Name: _____

Personal email: _____

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 ☐ *(Refer to Section D)* No ☐

If you change your address during the period of intermission, ensure that Monash College Diplomas has your current details by updating your address via the WES portal https://my.monash.edu/wes/

Section B: Course Details

Course Code: ☐☐☐☐ Course Title: _____

Start Date: _____ Expected End Date: _____

Section C: Intermission Details

Intermission Start 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 _____

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.

Student signature Date: _____

Section E: Approval (Manager, Student Administration)

Manager's Signature: Comments: _____ Date: _____

☐ Restrict self re-enrolment - Tick if student requires approval from the Director to enrol upon return from intermission period

Office Use Only

Student Notified via email on: _____

☐ Enrolment block entered (if require) ☐ Fees & Sponsorship Coordinator notified (if applicable)

Processed by: _____ eCOE amended 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 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

Additional Information

International Students

International students who apply for intermission are required to first consult with Student Administration 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.

Monash College Diplomas 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 Monash College Diplomas and submit relevant documents with your application.

If you change your address during the period of intermission, ensure that Monash College Diplomas has your current details by updating your address via your my.monash portal.

All Monash College Diplomas students

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

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