



Intermission application form (Coursework only)

ADM05-V08/09

This form is not to be used by Monash College Students

Intermission (Coursework students)

If you are enrolled at Monash you may wish to apply to take a period of leave from your enrolled course.

Intermission is normally granted for one year or two consecutive semesters. If you wish to extend your intermission, you must re-apply and your faculty will determine whether an extension is possible. Please refer to the Student Information Index for information on:

- the financial and academic implications of intermission
- the maximum intermission period permitted
- the time limit for completion of your course.

<http://www.monash.edu.au/pubs/sii>.

You will be notified in writing by your faculty of the outcome of your application.

Students enrolled in the Bachelor of Medicine and Bachelor of Surgery must contact the administrative officer (Medicine) on 9905 4309 if they intend to intermit. Approval will not be granted until the Medicine intermission procedure is complete. Please note intermission in these cases is not automatically granted.

International Students (student visa holders)

International students who apply for intermission are required to first consult with Health, Wellbeing and Development. Hub staff will discuss with you the visa issues associated with intermission. To avoid any administrative delays please ensure you have the relevant supporting documentation with you when seeking advice from Health, Wellbeing and Development Hub. According to government legislation – National Code 2007 - 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. All documents must be provided in English or translated into English by a registered translation service. Your faculty will decide on your application.

As part of the reporting process for intermission, the Department of Immigration and Citizenship (DIAC) will be advised. You should return to your home country within four weeks of intermission.

Fees

In order to receive a refund of fees, you must submit the intermission application before the relevant census date for each unit of study.

<http://www.adm.monash.edu.au/ssd/fees/refunds>.

International students who are approved for intermission should note that A \$1000 of the tuition fees paid for the semester will be retained by Monash University, the remaining amount may be refunded to the student upon application.

Closing Dates

Closing dates are available at:
<http://www.adm.monash.edu/service-centre/forms>.

Lodgement of applications

Berwick, Clayton, Gippsland, Parkville and Peninsula, campuses:

Applications should be submitted to the faculty office on your home campus.

Caulfield campus:

- **Business & Economics UG** – submit to counter 8 at the Student Service Centre
- **Business & Economics PG** – submit to GSB office, Building N, level 4.
- **Art & Design & I.T. students** – submit to the Student Service Centre
- **All other faculties** – submit directly to your faculty office.

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 by your enrolled faculty. 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 Monash University 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 University Privacy Officer: privacyofficer@adm.monash.edu.au.

If you change your address during the period of intermission please ensure that the university has your current details at all times. This can be done by amending your address details via the my.monash portal: <http://my.monash.edu.au>.

RECEIVED	
Please retain this copy as proof that your application has been submitted	
Student ID	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tracking number _____	



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Tracking number

Faculty sent to

Campus

Section A Personal details

Student ID number

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Family name

Given name

Date of birth

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Are you an International student on a student visa? (please tick) Yes (Refer to Section D of this form) No

If you change your address during the period of intermission, ensure the university has your current details by updating your address details in your my.monash portal.

Section B Details of current enrolment

Course title

Course code

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Year level

Campus

Section C Details of intermission

Intermission

semester start

Return semester

Reasons for intermission: **International students note: supporting documentation must be attached**

Have you previously applied for intermission? Yes No If yes, please specify

Semester(s) _____ Year (s) _____

If yes, please

Are you on a scholarship? Yes No

specify

Section D International students (student visa holders)

International students applying for intermission from their course must contact Health, Wellbeing and Development staff on their home campus (campus at which you are enrolled). Health, Wellbeing and Development will discuss with you the visa issues associated with intermission. This stamp confirms that such a discussion has taken place. Your faculty will decide whether or not to grant intermission, taking into account the requirements of the National Code 2007.

Health, Wellbeing and Development office stamp

Section E Applicant's declaration

I declare that the information supplied on this form and the information given 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 my application.

Signed

Date

Office use only (faculty/dept/school approval)

Accept application

Reject application

Comments

Authorised Signature

Logged

Keyed

Student notified by

photocopy of this page

Letter sent

Processed by

Date
