

Application for Intermission of Studies

Section A: Student Details

Monash College

Monash University English Language Centre

Family Name _____

Given Name _____

Student ID _____ Date of Birth _____ OSHC Expiry Date _____
(International students only)

Are you a scholarship student? Yes No

If yes, have you notified your sponsor your intention to intermit your studies? Yes No

Are you an international student on a Student Visa? Yes (Refer to Section D of this form) No

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

Section B: Current Course Details

Course Title _____

Start date _____ 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 Start Date _____ Return Date _____

Section D: International Students (*please see reverse*)

International students applying for intermission from their course must contact a Student Administration Officer who will discuss visa issues associated with intermission. This stamp confirms that the discussion has taken place. MC or MUELC will decide whether or not to grant intermission, taking into account the requirements of the ESOS Act 2000 and National Code

Monash College/ Monash University English Language Centre stamp:

Section E: 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.

International students: I acknowledge that even though MC/MUELC may support this application for intermission, DIAC may not accept the reasons provided and may proceed to cancel my Visa. This may result in a 3-year ban on re-application for a Student Visa

Signature _____ Date _____

Office use Only

Approve Application Reject Application

Authorised Signature _____ Date _____

Comments _____

Student notified by letter sent on _____

Processed by _____ Date _____

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International Students

International Students who apply for intermission are required to first consult with a Student Administration Officer 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** or **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.

When circumstances aside from the above arise and you are required to withdraw from your course, Monash College/MUELC may offer guaranteed re-admission to the course. This guarantee will specify a period and take account of the imposition of any exclusion periods imposed by DIAC.

Monash College/MUELC must report to DIAC any period of intermission sought from your course.

Legislation relating to international student visa states that when on intermission you must return to your home country within 28 days of the intermission being granted. You may be required to provide additional information as part of the approval process.

To avoid any administrative delays please ensure you have the relevant supporting documentation with you when seeking advice from Monash College/ MUELC and submit relevant documents with your application.

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