This form is not to be used by Monash College Students

This form is to be used to apply for a period of leave from your enrolled course. Intermission is normally granted for one year or two consecutive semesters.

Please refer to https://my.monash.edu.au/askmonash/ for information on:
- the financial and academic implications of intermission
- the maximum intermission period permitted
- the time limit for completion of your course

If you wish to extend your intermission, you must re-apply and your faculty will determine whether an extension is possible. Your faculty may have requirements that you complete your degree within a specified timeframe. Check with your faculty to ascertain if your intermission will count towards the time limit for the completion of your course.

Bachelor of Medicine and Bachelor of Surgery students
If you are enrolled in the Bachelor of Medicine and Bachelor of Surgery, prior to lodging your application you must contact the faculty on +61 3 9905 2048 or mbbsstudentservices@monash.edu. Please note intermission in these cases is not automatically granted.

International Students
(Australian campus student visa holders)
According to government legislation – ESOS National Code of Practice 2007 - your intermission can be approved on compassionate or compelling grounds only. You must attach independent supporting documentation (originals or certified copies) to support your application (e.g. medical certificates, death certificate or a report from a registered psychologist). All documents must be provided in English or translated into English by a registered translation service.

Prior to lodging your application you are required to consult with Monash Connect staff on your home campus who will discuss with you the visa issues associated with intermission. Please ensure you have your supporting documentation with you. Monash Connect locations can be found at: http://www.monash.edu.au/connect/

If your application is approved the Department of Immigration and Border Protection (DIBP) will be advised.

Fees
In order to receive a refund of fees, you must submit your intermission application by the relevant census date for each unit of study. For information about refunds please see - http://monash.edu/fees/discounts-refunds/

Closing dates
If your application for intermission is approved any enrolled units will be automatically discontinued. Depending on when you apply for intermission certain academic and financial penalties may apply. For more information, please see: http://www.monash.edu.au/enrolments/dates/census.html

Approval
Your application will be assessed by your course managing faculty and you will be notified of the outcome in writing.
Section A    Student to Complete Personal details

Student ID number

Family name

Given name

Are you an International student on an Australian student visa? (please tick)  
☐ No  (finish at Section B)  
☐ Yes  (also refer to Section C)

If you change your address during the period of intermission, ensure the university has your current details by updating your address via the my.monash portal: http://my.monash.edu.au

Details of current enrolment

Course title

Course code  Year level  Campus

Details of intermission

Intermission: Semester start  Semester Return

Student visa holders need to provide reasons for intermission

☐ Medical  ☐ Bereavement  ☐ Major home country political upheaval/natural disaster
☐ Family reasons  ☐ Visa refusal/cancellation  ☐ Traumatic personal experience
☐ Pregnancy/Child birth  ☐ Military services  ☐ Course progression/unit unavailability

☐ Other please specify ____________________________________________

Have you previously applied for intermission?  ☐ No  ☐ Yes  If yes, please specify (Sem/Year) ______________________

Are you on a scholarship?  ☐ No  ☐ Yes  If yes, please specify __________________________

Section B    Students 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 assessing of my application.

☐ I have attached independent supporting documentation (Applicable to Australian campus student visa holders)

☐ If documentation not attached and holding a student visa provide reason ____________________________

Signature: ___________________________________________  Date: ____________________

Section C    Monash Connect use only - International students (Australian campus student visa holders)

Prior to lodging your application you are required to first consult with Monash Connect staff on your home campus

☐ Supporting documentation attached
☐ Documentation not attached, student advised to supply to faculty
☐ Student advised of visa issues associated with intermission

Staff name: ___________________________  Signature: ____________________  Date: ____________________

Monash Connect stamp

Section D    Office use only (faculty/department/school approval)

☐ Approved  ☐ Logged  ☐ Keyed Intermission (ENRF4160)  ☐ ESOS student only
☐ WES 48cp exception (IASF0621)  ☐ Student notified

☐ Not Approved  ☐ Student notified  Reason: __________________________________________

Authorised by (name): ___________________________  Signature: ____________________  Date: ____________________

Processed by: ___________________________  Date: ____________________