

APPLICATION FOR INTERMISSION OF STUDY

Student ID Number:

Are you an international student on an Australian student visa?:

No (Student completes sections A-D)

Yes (Student completes sections A-D. International Centre completes section F)

A. Student Details

First name:

Last name:

If you change your address during the period of intermission, ensure Holmesglen has your current details by updating your address at my.holmesglen.edu.au

B. Details of current enrolment

Course title:

Course code:

Year level:

Campus:

C. Details of intermission

Intermission/Semester start date:

Reasons for applying for intermission

(International students - supporting documentation must be attached):

Return date:

Have you previously applied for intermission?: **No** **Yes** (Please specify semester/year):

Are you on a scholarship?: **No** **Yes** (Please specify):

D. 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 assessing of my application.

Student signature:

Date:

E. Course leader to complete

Any outstanding fees and/or fines to be paid by the student?: **No** **Yes** Note that student must pay all outstanding fees/fines prior to applying for intermission of study.

Student advised that his/her place in the course is reserved when the intermission ends.

Student advised to re-enrol during the normal re-enrolment period.

Approved: **Yes** **No** (Please specify):

Course leader name:

Signature:

Date:

Complete **Enrolment Amendment Form (EAF)** if required.

Scan **EAF and GOV129 forms** into Banner Document Management (BDM) system.

Student notified in writing

BDM (Banner) routing status for International students: International Centre.
BDM routing status for Local students: Information Office

F. International Centre to complete

International students (Australian student VISA holders) are required to consult with the International Centre at their campus prior to lodging this application.

Staff member of International Centre to verify, sign and route document in BDM (Banner) to Information Office.

Staff member has advised student of issues, visas and fees.

Independent supporting documentation attached

International Centre Staff name:

Signature:

Date:

G. Information Office to complete

Processed by: (Staff name):

Signature:

Date:

Update Student Management System and student personal file.