

Intermission (Suspension) of Enrolment Application Form (Overseas Students)

This form is to be completed by International Students enrolled at Holmesglen and seeking to have an intermission (suspension) of their enrolment. Documented evidence supporting circumstances/reasons for seeking intermission (suspension) must be included with this application.

Student Details

First name(s):

Preferred name:

Last name:

Holmesglen student ID:

Campus:

Visa subclass:

Mobile telephone:

Email address:

Course enrolled (Code/Title):

My principal course of study is:

Reasons for Intermission

Academic difficulties

Inability to provide prerequisite units

Personal reasons

Other

Bereavement

Medical reasons

Returning home

Please write a detailed description of your compelling and compassionate circumstances, explaining how this situation is interfering with your studies and how suspending studies will improve your situation.

Student Check List

Completed and signed Intermission (Suspension) of Enrolment Application Form.

Attached a medical statement from a doctor to confirm your inability to physically continue study for the semester.

Attached a medical statement or support letter from Holmesglen's student counsellors to confirm your inability to mentally/emotionally continue study for the semester.

Attached a death certificate if a family member has passed away.

Attached a copy of your flight tickets. If your circumstances require you to return home (overseas) temporarily.

Attached any other supporting documents as necessary, especially if they contribute to the decision to suspend your studies.

Please note your application may be rejected if you have been granted intermission twice. Please see our policy and process on page 2 to consider your eligibility.

Declaration

1. I confirm the information provided in this form is true and correct.

2. I understand my eligibility for refund.

3. I will pay for my outstanding fees before intermission (suspension) if applicable.

Overseas Student:

Signature:

Printed name:

Date:

Please submit all documents in one email to assist@holmesglen.edu.au

A response to your request to suspend your enrolment at Holmesglen will be made in writing 10 business days from the date of receipt of this form.

Assessment of Applications for Intermission (Suspension) of Enrolment and Holmesglen Policy

Assessment Criteria

1. All applications will be assessed on the basis of Holmesglen's Terms and Conditions of Enrolment, the Fee Payment and Refund Policy, the student's respective study plan, the International Student Application Form and declaration submitted by the student in their original application to Holmesglen.

Documented Evidence for Intermission (Suspension)

2. Documented evidence supporting circumstances/reasons for seeking intermission (suspension) must be included with this application.

Reasons for Intermission (Suspension)

3. The student's application for intermission (suspension) will be assessed on the basis of supporting documents provided. Reasons for intermission (suspension) of enrolment may include though are not limited to:
 - Serious illness or injury, where a medical certificate states that the student is unable to attend classes;
 - Bereavement of close family members such as parent or grandparents (death certificate to be provided);
 - Major political upheaval or natural disasters in home country requiring emergency travel and have impacted on the student's studies;
 - A traumatic experience, e.g. Involvement in or witnessing a serious accident or being the victim of a serious crime. This must be supported by police and/or psychologist reports;
 - Holmesglen Institute is unable to provide a pre-requisite unit.

Outcome Notification

4. Notice of Intermission (Suspension) Outcome Student Initiated is issued to the student advising them if their application to suspend has been successful within 10 business days from the date of receipt of the form and any required documentation.

Refund Application Process

5. Subsequent to the approval of intermission (suspension), any refund application made for tuition fees paid in advance will be assessed in accordance with Holmesglen's Fee Payment and Refund Procedure.

Recording and Notification of Approval

6. If the intermission (suspension) is approved, this will be recorded in the Provider Registration and International Student Management System (PRISMS). The student will be notified of the outcome and informed to contact the Department of Home Affairs for more information.

Implementation of Decisions or Commendations

7. If the internal or any external complaints and appeals process results in a decision or recommendation in favour of the student, Holmesglen will immediately implement the decision or recommendation or take the preventative or corrective actions required by the decision, and inform the international student of that action.

Refusal Notification

8. If Holmesglen refuses the intermission (suspension) request, the student will be advised in writing of the reasons for the refusal and be informed of their right to a review of this decision in accordance with Holmesglen's Internal Complaints and Appeals Policy and procedures and is given 20 working days to do so.

Access to External Complaints Process

9. If the international student is not successful with Holmesglen's internal complaints and appeals process, Holmesglen must inform the international student (within 10 working days of the complaints and appeals process concluding), of their right to access an external complaints and appeals process at minimal or no cost.

Visa Implications

10. Students will need to contact the Department of Home Affairs to seek advice on whether a new visa is required.