GOV129

holmesglen

Application for Intermission of Study

Student ID Number

A. STUDENT DETAILS

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 sections E)

Last name

First 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:

Return date:

Reasons for applying for intermission: (International students - supporting documentation must be attached)

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's signature

Date

E. INTERNATIONAL CENTRE TO COMPLETE

International students (Australian student VISA holders) are required to consult with the International Centre on their campus prior to lodging this application.
Staff member of International Centre to verify, sign and return the original document to student for authorisation by their Course Leader.

☐ Independent supporting documentation attached ☐ Staff member has advised student of issues, visas and fees.

International Centre staff name

International Centre staff signature

Date

F. 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 ☐ Not approved (Please specify)

☐ Complete *Enrolment Amendment* form in the Student Management System, endorse and **forward to the Registrar Department** (along with *GOV129*).

☐ Retain a copy of this approved *GOV129* form. Forward a copy to International Centre and **forward original to the Registrar Department**. ☐ Student notified in writing

Course Leader name

Course Leader signature

Date

G. REGISTRAR TO COMPLETE

Logged ☐ Processed by: (Staff name)

Staff signature

Date

Office Use Only. Update Student Management System and student personal file. Retain original for record purposes.