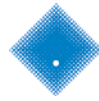


APPLICATION FOR INTERMISSION



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

Read, complete and submit this form to request leave from your course at Victoria University (VU). Please read the information and instructions below carefully before you complete the details. You can present the completed form and attachments to a Student Service Centre on campus (see contact details below).

INTERMISSION RESTRICTIONS

- Intermission may only be granted if you have accepted or confirmed your course (ie. Currently enrolled)
- Applications must be made in writing on this form
- Diploma and above students: the last day for lodgement of this application is the census date in the relevant semester. Intermissions cannot be accepted after this date other than in exceptional circumstances.

INTERNATIONAL ONSHORE STUDENTS

- Intermission may only be approved on grounds of compassionate or compelling circumstances, in accordance with ESOS requirements. Please seek advice from International Student Support before applying for intermission.
- Your application must be authorised by Victoria University International (VUI)

RESEARCH STUDENTS

- You must nominate the start and end dates for periods of intermission (rather than indicate the relevant semesters you wish to be on leave)
- You must have the application authorised by your Principal Supervisor and the Research Office

STUDENT ID CARDS: When you are on leave from your course, your Student ID card will become invalid during the intervening period, as you cease to be a current fee-paying student whilst on intermission. Submit your ID card with this form to avoid any issues. You can obtain a new ID card at any Student Service Centre when you return to study.

REFUND OF FEES (ONSHORE STUDENTS ONLY)

If you are eligible for a refund, please allow 4-6 weeks for processing. Your refund cheque will be sent to your preferred mailing address. Please ensure your contact details are correct or update your address online through your student portal myvuportal.vu.edu.au

INTERNATIONAL ONSHORE STUDENTS should refer to the University refund policy which is available from VUI. You must submit your completed Refund application form to VUI. Please visit ASKVU www.vu.edu.au/askvu for more details about refunds.

Please write in BLOCK LETTERS using a black or blue pen:

PERSON DETAILS

FAMILY NAME: _____ STUDENT ID: _____

GIVEN NAME: _____ DATE OF BIRTH: / / 19

COURSE NAME: _____ STUDY YEAR: _____

COURSE CODE: _____ CAMPUS: _____ STUDY YEAR/LEVEL: _____

PLEASE NOTE: If your address will change during your intermission period, please ensure that you update your details online using your student portal myvuportal.vu.edu.au

Are you an international student? Yes No IF YES: Are you an onshore or offshore student? Onshore Offshore

I AM APPLYING FOR LEAVE/INTERMISSION:

COMMENCING:

Sem 1, Year: _____

Sem 2, Year: _____

RETURNING:

Sem 1, Year: _____

Sem 2, Year: _____

RESEARCH STUDENTS ONLY: I am applying for leave from (DD/MM/YYYY): _____ TO: _____

REASON(S) FOR REQUEST: _____

I have read the instructions and the Privacy information below. I am aware that the approval of this application means that I cease to be a student for the period specified and am therefore not entitled to any benefits available to students.

I have submitted my student ID card with this application (Card will be invalid for the period of intermission)

STUDENT SIGNATURE: _____ DATE: / / 20

OFFICE USE ONLY	RESEARCH STUDENTS ONLY (DOCTORAL OR MASTERS BY RESEARCH STUDENTS)	
	SUPERVISOR'S SIGNATURE:	SCHOOL RESEARCH OFFICER'S SIGNATURE:
	PHONE: _____ DATE: _____	PHONE: _____ DATE: _____
	VUI APPROVAL (REQUIRED FOR INTERNATIONAL ONSHORE STUDENTS) STUDENT ADMIN PROCESSING	
	APPROVING OFFICER'S NAME:	RECEIVED BY (WHERE): _____ DATE: _____
	APPROVING OFFICER'S SIGNATURE:	PROCESSED BY: _____ DATE: _____
	PHONE: _____ DATE: _____	DEPT: _____ COMMENTS: _____

Contact Us: Student Contact Centre +61 3 9919 6100

Live Chat: Monday – Friday, 10am – 6pm

ASKVU: Find answers and ask questions <https://askvu.vu.edu.au/>

Visit: Student Service Centres <https://www.vu.edu.au/contact-us/student-service-centre-details>