

Application for Intermission of Study

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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

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. 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 (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: **Student Records***

Course Leader name Course Leader signature Date

F. 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 route document in BDM (Banner) to Student Records.

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

International Centre staff name International Centre staff signature Date

G. REGISTRAR TO COMPLETE

Processed by: (Staff name) Staff signature Date

Update Student Management System and student personal file.