

- Students wishing to intermit or discontinue are requested to discuss their circumstances with Faculty staff before doing so.
- Students either intermitting or discontinuing their course of study (not individual units) are required to submit completed form to a Student Central office.
- Students intermitting/discontinuing their course MUST immediately return all borrowed books and/or equipment.
- Students in receipt of Centrelink Youth Study allowance must immediately notify Centrelink of course intermission/discontinuation.
- Students intermitting or discontinuing after the HECS HELP/FEE HELP census date may, under special circumstances, apply for a remission of the HECS HELP/FEE HELP charge. Please request Guideline information from Student Central.

STUDENT NUMBER										
SURNAME/FAMILY NAME (Block Letters)					GIVEN NAME/S (Block Letters)					
SEMESTER ADDRESS:					POSTCODE:					
TELEPHONE HOME:			WORK:		MOBILE:					
COURSE TITLE:		(Print full title of course name eg: Bachelor of Business)					COURSE CODE:			

INTERMISSION - For students intending to return to study within 12 months

Students with completed units may apply for intermission for a total of 2 consecutive semesters. Students failing to return to study after the intermission period has expired will be required to re-apply using the 'Application to Resume a Course' form.
 Note: There is no guarantee students will be granted approval to resume the course.

I wish to apply to intermit my enrolment from :										I intend to re-enrol for Semester					
	Day	Month	Year			Semester	Year								

Or

DISCONTINUATION - For students requesting permanent discontinuation from above course

I wish to discontinue my course as at:							
	Day	Month	Year				

Reasons for course Intermission/Discontinuation - If you have a problem, have you discussed it with Faculty staff or a Student Connect Officer?

Are you a full fee international student?	YES	NO	Any decision to intermit/discontinue will have visa implications. Please consult a Student Connect Officer.
Student signature:			Date:

WAAPA students require Faculty approval to Intermit from a course.
International students require approval from Student Connect Officer to Intermit or Discontinue from a course.

Request to Intermit/Discontinue

Approved _____ Date: _____

Not Approved _____

Signature, Dean of Faculty or nominee / Student Connect Officer

Print Name

OFFICE USE ONLY	Notice received by:		Date:	
	Processed without HECS HELP/FEE penalty	<input type="checkbox"/>	Processed with Academic penalty	<input type="checkbox"/>
	Processed with HECS HELP/FEE penalty	<input type="checkbox"/>	Processed without Academic penalty	<input type="checkbox"/>