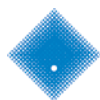


# APPLICATION FOR INTERMISSION



**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 your Faculty or to a Student Service Centre. Please see [www.vu.edu.au/faculties](http://www.vu.edu.au/faculties) for Faculty office locations and contact details.

## INTERMISSION RESTRICTIONS

- Intermission may only be granted if you have accepted or confirmed your course (ie. enrolled), and must be approved by the Faculty/School Officer
- Applications must be made in writing on this form
- Diploma and above students: the last day for lodgement of this application is SWOTVAC of the relevant teaching period. Intermissions that occur post census but prior to the last day SWOTVAC will be subject to academic and financial penalties. Below Diploma level: please seek advice from your School.

## 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 the Faculty/School Officer responsible for your course AND by Victoria University International (VUI)

## RESEARCH STUDENTS

- You must nominate the start and end dates for periods of intermission
- You must have the application authorised by your Principal Supervisor and the Faculty/School Research Officer

## STUDENT ID CARDS

Your current student identification card must be attached to this form because you cease to be a student when taking an intermission. You should obtain a new ID card from the Student Service Centre when you return to study. If your current ID card is lost or stolen, you must attach a Statutory Declaration to this form. Please note that you will still have access to Student Connect.

## 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 on Student Connect.

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](http://www.vu.edu.au/askvu) for more details about refunds.

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

FAMILY NAME:	STUDENT ID:	
GIVEN NAME:	DATE OF BIRTH: / /19	
COURSE NAME:	STUDY YEAR:	
COURSE CODE:	LOCATION:	LEVEL:

PLEASE NOTE: If your address will change during your intermission, please ensure that you update your details on Student Connect or submit a Personal Details Amendment form.

I AM APPLYING FOR LEAVE FROM (DD/MM/YYYY): \_\_\_\_\_ TO: \_\_\_\_\_

REASON(S) FOR REQUEST: \_\_\_\_\_

I have provided my student ID card (or statutory declaration if the card is lost or stolen) with this application and 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.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: / /20

OFFICE USE ONLY	FACULTY APPROVAL (MUST BE SIGNED EXCEPT FOR RESEARCH STUDENTS)	RESEARCH STUDENTS ( DOCTORAL OR MASTERS BY RESEARCH STUDENTS)
	APPROVING OFFICER'S NAME:	SUPERVISOR'S SIGNATURE:
	APPROVING OFFICER'S SIGNATURE:	PHONE: DATE:
	POSITION:	FACULTY/SCHOOL RESEARCH OFFICER'S SIGNATURE:
	PHONE: DATE:	PHONE: DATE:
	VUI APPROVAL (REQUIRED FOR INTERNATIONAL ONSHORE STUDENTS)	SCD PROCESSING
	APPROVING OFFICER'S NAME:	PROCESSED BY:
	APPROVING OFFICER'S SIGNATURE:	DATE:
	POSITION:	
	PHONE: DATE:	

CONTACT

STUDENT SERVICE CENTRES

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Enquiries	ASKVU <a href="http://www.vu.edu.au/askvu">www.vu.edu.au/askvu</a>	City Flinders	Footscray Park	Newport
Phone	+613 9919 6100	City King	Melton	St Albans
Web	<a href="http://www.vu.edu.au/students">www.vu.edu.au/students</a>	Footscray Nicholson	Werribee	Sunshine

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**PRIVACY INFORMATION**

We collect your personal information in accordance with the Privacy Statement for students ([www.vu.edu.au/current-students/student-essentials/commonly-used-forms](http://www.vu.edu.au/current-students/student-essentials/commonly-used-forms)) and the Privacy Policy ([www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)).