

# APPLICATION FOR INTERMISSION



**VICTORIA UNIVERSITY**  
MELBOURNE AUSTRALIA

**This form is for International students (Melbourne and Sydney) and Onshore Research students ONLY.**

Please read the information and instructions below carefully before you complete the details. You can present the completed form and attachments to VUHQ 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

## INTERNATIONAL ONSHORE STUDENTS

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

## 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 VU Research Office.

## 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](http://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](http://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: / /	
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](http://myvuportal.vu.edu.au)

Are you an international student?  Yes  No IF YES: Are you an onshore Research student?  Yes  No

## I AM APPLYING FOR LEAVE/INTERMISSION:

COMMENCING:

Sem 1, Year: \_\_\_\_\_

Sem 2, Year: \_\_\_\_\_

1TRI, 2TRI, 3TRI (circle required Trimester)

RETURNING:

Sem 1, Year: \_\_

Sem 2, Year: \_\_

1TRI, 2TRI, 3TRI (circle required Trimester)

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.

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

OFFICE USE ONLY	
<b>RESEARCH STUDENTS ONLY ( DOCTORAL OR MASTERS BY RESEARCH STUDENTS)</b>	
SUPERVISOR'S SIGNATURE:	SCHOOL RESEARCH OFFICER'S SIGNATURE:
PHONE: DATE:	PHONE: DATE:
<b>Int. Enrolments approval (REQUIRED FOR INTERNATIONAL ONSHORE)</b>	
APPROVING OFFICER'S NAME:	STUDENT ADMIN PROCESSING
APPROVING OFFICER'S SIGNATURE:	RECEIVED BY (WHERE): DATE:
PHONE: DATE:	PROCESSED BY: DATE:
	DEPT: COMMENTS:

Contact Us: VUHQ +61 3 9919 6100  
Live Chat: Monday – Friday, 10am – 6pm

ASKVU: Find answers and ask questions <https://askvu.vu.edu.au/>  
Visit: VUHQ <https://www.vu.edu.au/contact-us/vuhq-student-service-centres>