

Intermission of Studies

Please read these notes before completing this form

General Information

1. Students contemplating intermission of studies are encouraged to discuss this with a Course Adviser. It may be helpful also to consult the counselling Service or the International Programs Office.
2. If a course enrolment has been approved for intermission
 - a. During 20% of study period the enrolment will be deleted
 - b. After 20% of study period the unit enrolment will remain effective and the appropriate results will be given:
 - i. k = discontinued studies during first semester and second semester (will not count as a fail)
 - ii. kn = discontinued studies after two-thirds of the unit has been taught. The chief Examiner of the unit may decide otherwise. (Will count as a fail)
3. If your application is not approved, your current enrolment will remain unchanged. If your application to intermit studies is not approved and you do not wish to continue studies, you will need to complete and submit a 'Discontinuation of Enrolment' form.

A student's liability under the HECS-HELP or FEE-HELP

If a student's enrolment remains active after the unit census date a liability will have been incurred and will remain payable.

Fee Refund

Requests for refund of Fees and Student Contribution must be made in writing to the University using the Application for Refund form. La Trobe Student Cards must be returned with the 'Application for Refund' form. 'Application for Refund' forms are available at all Student Administration Offices and at www.latrobe.edu.au/acadserv/current/fees.

In accordance with administrative requirements of the Higher Education Support Act (2003) (HESA) students must be informed, and give consent, to any overpayment in enrolment fees being used as credit against current and future liabilities with the University.

Current and future liabilities are defined as monies outstanding to the University which may arise from library loans or fines, non payment of financial assistance loans, monies owing to commercial areas of the University such as (but not limited to) accommodation or child care services, or student contribution fee.

Payment of outstanding fees

1. Intermission after the unit census date will result in a student remaining liable for payment of HECS-HELP or FEE-HELP or in the case of International Students any tuition fees incurred.
2. All outstanding monies including student loans become due and payable from the date of intermission. The University will take action to recover any outstanding monies.
3. Graduation or re-enrolment will not be permitted, nor will an Academic Transcript be issued until all outstanding monies have been paid. This includes outstanding monies for (but not limited to) the Library, Children's Centre or Student Loans.

International fees

A copy of the International Fee Refund policy can be obtained from the International Programs Office (IPO), or the web page www.latrobe.edu.au/international/apply

International Students

Please note: Intermitting, suspending or discontinuing from your enrolment may affect your student visa. The University will notify the Secretary of DEST via PRISMS as required under section 19 of the ESOS. (*wording from Standard 13.3*)

1. To comply with visa conditions, international students must:
 - a. Maintain a valid visa
 - b. Undertake no more than 25 per cent of their total course by distance and/or online learning. You must be enrolled in at least one face to face unit for each semester of your enrolment. (US students on FFELP are not permitted to undertake any unit by distance and/or online learning).
 - c. Complete their course by the expected completion date as specified on your eCoE. As such, an enrolment on a less than full-time basis must be approved by your faculty.
 - d. Provide the University with your address details within seven days of arrival or address change.
 - e. Maintain a full-time study load (unless you have received permission from your Faculty to do otherwise).
 - f. Only undertake paid work or voluntary work if you have permission to work on your student visa, and not above the maximum number of hours allowed on your visa.
 - g. Maintain Overseas Student Health Cover or equivalent.
2. The International Programs Office can provide advice on matters related to International students including procedures for visa extension. Consult the web page at www.latrobe.edu.au/international, visit us at the IPO, Level 2, Peribolos East, phone reception on (61 3) 9479 1199 or send an email to International@latrobe.edu.au

International Students (on campus only)

International Students who apply for intermission are required to first consult with the International Programs Office as the ESOS Act (2000) specifies that intermission will only be approved where compassionate or compelling circumstances (e.g. illness where a medical certificate states the student is unable to attend classes exists).

You should provide original or certified copies of medical certificates, death certification or supporting documentation from a registered psychologist or other relevant support staff. All documents must be provided in English.

La Trobe University must report any period of intermission sought from your course to DIAC.

Legislation relating to International Students visas states that when on intermission you must return to your home country within 28 days of the intermission being granted. You may be required to provide additional information as part of the approval process.

To avoid administrative delays please ensure you have the relevant supporting documentation with you when seeking advice from International Programs Office and ensure to submit any relevant documents with your application.

For further information, refer to Standard 13 of the ESOS Act (2000)

Form Submission

The Intermission of Studies form can be submitted to your Faculty/School office or at one of the Student Administration Offices below.

Note: If you are an international student you will need your form approved by BOTH your Faculty and the IPO before submission.

Albury-Wodonga Campus
PO Box 821
Wodonga VIC 3689

Bendigo Campus
PO Box 199
Bendigo VIC 3552

Bundoora Campus
La Trobe University
VIC 3086

Mildura Campus
PO Box 4095
Mildura VIC 3502

Shepparton Campus
PO Box 6044
Shepparton VIC 3632

Privacy Notice: Details regarding collection, use, disclosure and access of personal information from this form are available from the following web site address www.latrobe.edu.au/privacy, or by contacting your local student administration office, or by telephone at (03) 9479 2005

La Trobe University is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) CRICOS Provider Number: 00115M

