



**This form is to be used by coursework students who wish to discontinue from their current course.**

Monash College students should not use this form to discontinue. Please use the Monash College Application for discontinuation form.

Research students enrolled in a program administered by Monash Research Graduate School (MRGS), should contact MRGS with queries regarding discontinuation of studies. See [www.mrgs.monash.edu.au](http://www.mrgs.monash.edu.au) for more information.

### General information

Students choose to discontinue a course for a variety of reasons – both academic and personal. We recommend that you discuss your reasons for discontinuation with family, friends or University staff who may be able to assist with issues contributing to this decision, including.

- Your **faculty** course adviser or faculty office will be able to provide guidance or assistance with concerns regarding your current course, academic requirements or other study options. For faculty contact information, see [www.monash.edu.au/faculties](http://www.monash.edu.au/faculties).
- The **Hub in Health, Wellbeing and Development (HWD)**. Student Advisers in the Hub can assist with personal, financial, employment, accommodation, childcare and other matters that may impact on your studies. HWD counsellors also provide free and confidential support to students on all campuses. For more information visit [www.hub.monash.edu.au](http://www.hub.monash.edu.au).
- The **Disability Liaison Unit (DLU)**. Provides assistance to students with disabilities and medical conditions. If you wish to discontinue due to medical reasons, please contact the DLU first as they may be able to provide services that will assist you in continuing your studies with minimal disruption.
- **Monash Employment and Career Development.** Provides students with careers counselling, information on study pathways to career goals and job search.

Any assistance provided will be non-judgmental and will respect decisions to discontinue.

### Other options

- To discontinue from all units but retain your place in your course you must apply for **intermission**. You can obtain a form from:

[www.adm.monash.edu.au/service-centre/forms](http://www.adm.monash.edu.au/service-centre/forms)

Please note that each semester has critical dates by which you can vary your enrolment without penalty. Refer to the Student Information Index, your student diary or contact your faculty for details.

[www.monash.edu.au/pubs/sii/principal-dates-index.html](http://www.monash.edu.au/pubs/sii/principal-dates-index.html)

International students must contact their faculty to discuss applications to vary your enrolment.

### Form submission

There are no specific closing dates for course discontinuation however we recommend that (where possible) you submit your form before the current semester's census date. This will ensure that you do not pay fees for units you will not complete.

Forms must be submitted to your managing faculty. You can find out which faculty manages your course from the Handbook: [www.monash.edu.au/pubs/handbooks](http://www.monash.edu.au/pubs/handbooks).

Students who are transferring to another course at Monash or another university should complete and submit this form after receiving an offer for their future course.

### Privacy statement

The information on this form is collected for the primary purpose of processing your application to discontinue your current course of study. Other purposes of collection include the use of de-identified aggregate data for evaluating and improving information and support programs available to students. Personal information may also be disclosed to government agencies such as the Department of Education Employment and Workplace Relations (DEEWR), Centrelink and the Department of Immigration and Citizenship (DIAC). If you choose not to complete all the questions on this form, it may not be possible for Monash University to discontinue your current course of study.

You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au).

**RECEIVED**

**Please retain this copy as proof that your application has been submitted**

Student ID number

Tracking number \_\_\_\_\_



Section A Personal details	
Student ID <input type="text"/>	Are you an international student? (Australian campuses only) Yes <input type="checkbox"/> No <input type="checkbox"/>
Course code <input type="text"/>	Course name <input type="text"/>
Campus <input type="text"/>	
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	On-campus <input type="checkbox"/> Off-campus <input type="checkbox"/> Multimodal <input type="checkbox"/>
Family name <input type="text"/>	Daytime or mobile number <input type="text"/>
Given names <input type="text"/>	

Section B Reason for discontinuation from course	
Have you sought advice about your decision to discontinue from your course? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Please tell us why you are discontinuing from your course. Please tick the most relevant reason (choose one only).</b>	
<b>I am discontinuing for health reasons</b> <sup>45</sup>	<input type="checkbox"/>
<b>I am discontinuing for financial reasons</b> <sup>46</sup>	<input type="checkbox"/>
<b>Personal/family reasons</b>	<input type="checkbox"/>
I am not able to balance study with my family commitments <sup>53</sup>	<input type="checkbox"/>
There has been a major event in my life (eg birth, divorce, death) <sup>54</sup>	<input type="checkbox"/>
I am unhappy with campus life <sup>55</sup>	<input type="checkbox"/>
<b>Employment commitments/opportunities</b>	<input type="checkbox"/>
I am not able to balance study with my work commitments <sup>56</sup>	<input type="checkbox"/>
I have a new job and/or I am moving to a new location with my job <sup>57</sup>	<input type="checkbox"/>
<b>No interest in course/expectations not met</b>	<input type="checkbox"/>
The course is not what I expected <sup>58</sup>	<input type="checkbox"/>
The course is not the course I really want to study <sup>59</sup>	<input type="checkbox"/>
I am unhappy with my academic experience at Monash <sup>60</sup>	<input type="checkbox"/>
I am transferring to another Monash course <sup>04</sup>	<input type="checkbox"/>
I am transferring to a course at another institution <sup>03</sup>	<input type="checkbox"/>
<b>Do not wish to disclose reason</b> <sup>01</sup>	<input type="checkbox"/>
<b>Overall, I was happy with my experience at Monash</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>I would like to return to Monash again in the future</b> Yes <input type="checkbox"/> No <input type="checkbox"/>

Section D Date of discontinuation	
I want to discontinue from my course on <input type="text"/> / <input type="text"/> / <input type="text"/> <sub>d d m m y y y y</sub>	This must be today's date or a future date. Use the first day of the next semester if you intend to complete your current semester.

Section E Privacy statement	
<p>The information on this form is collected for the primary purpose of processing your application to discontinue your current course of study. Other purposes of collection include the use of de-identified aggregate data for evaluating and improving information and support programs available to students. Personal information may also be disclosed to government agencies such as the Department of Education Employment and Workplace Relations, Centrelink and the Department of Immigration and Citizenship. If you choose not to complete all the questions on this form, it may not be possible for Monash University to discontinue your current course of study.</p> <p>You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at <a href="mailto:privacyofficer@adm.monash.edu.au">privacyofficer@adm.monash.edu.au</a>.</p>	
I agree to be contacted by a representative of Monash University regarding the information I have given on this form. Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section F Student declaration	
<p>I understand that failing to complete Sections A and D of this form means Monash University cannot discontinue me from my course. I understand that students who voluntarily discontinue from an undergraduate or postgraduate course at Monash and wish to be readmitted, must reapply for entry through the relevant competitive selection process. I declare that the information supplied on this form is correct and complete.</p>	
Signed <input type="text"/>	Date <input type="text"/>

Office use only (Faculty/dept/school)	
Callista updated by <input type="text"/>	Date <input type="text"/>