APPLICATION FOR INTERMISSION

Intermission is a voluntary suspension of your studies. It is approved leave by the University of Canberra and granted for up to one year.

Please note that this form should be lodged at the Student Centre in person. Location: Student Central, Building 1, Kirinari St, Bruce ACT 2617
Email: Student.Centre@canberra.edu.au
Fax: (02) 6201 5040

Personal Information

Student ID No. 
Family Name or Surname 
Given Name(s) 

Course Code 
Course Name 

Student’s Signature 
Date 
Contact Telephone Number 

Email 

Note: You will be notified of the outcome of this application via your student email account. You will be reminded about re-enrolling towards the end of your intermission.

The following circumstances may prevent the approval of your Intermission request:

- You have discontinued from your studies. You will need to re-apply for Admission.
- Any Outstanding Fees or Fines.
- It is after the census date of the current teaching period
- You will exceed the maximum duration for your course as specified in the course rules.

International Students on a Student Visa

- You must see an International Student Advisor (ISA). Appointments can be made online at: http://www.canberra.edu.au/isa 
  email International.Student@canberra.edu.au The ISA Office is located in the Student Centre (1B150).

Fee Refunds

- If you have incurred fee charges for the semester and would like to apply for a remission of your fees please complete the Enrolment Amendment form. For help completing the form please go to http://www.canberra.edu.au/askuc - FAQs - Enrolments and Fees - Enrolment Amendment

Complete ONLY this section if you are currently on intermission and wish to return to your studies early
Nominate the Teaching Period in which you wish to recommence your studies:

☐ Semester 1 ☐ Winter term ☐ Semester 2 Year: 

Period of Intermission:

Semester one: S1 2015: 16 Feb - 15 May ☐ S1 2016: 15 Feb - 13 May ☐

Semester two: S2 2015: 10 Aug - 06 Nov ☐ S2 2016: 08 Aug - 04 Nov ☐

Scholarship Details
Are you a recipient of a University of Canberra Scholarship?

☐ No 
☐ Yes ► Which scholarship have you been awarded?

Please note that taking Intermission may result in your scholarship being suspended.
Contact the Scholarships Officer:
Scholarships@canberra.edu.au
Reason for Intermission request (please tick one and then outline your reasons below)

- Dissatisfaction with Course
- Employment
- Financial
- Health
- Personal
- Study difficulties

Reasons for applying for Intermission are as follows:

________________________________________________________________________________________

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MyUC and Moodle access is suspended once an Intermission request is approved.

Please indicate your new expected course completion date if application is successful:

Mid 20...... (Please enter Year)

End 20...... (Please enter Year)

Please indicate your study option if application is unsuccessful:

- Continue with my studies, or
- Discontinue from my course today, and re-apply for admission in the future

Please note: If you wish to appeal an unsuccessful application please contact the Student Centre with a letter/email of appeal for special consideration. The Director of Student Administration will then re-assess your case.

STUDENT CENTRE USE ONLY

☐ Intermission approved
☐ Intermission not approved

Authorised Signature (Administration Officer)

Please Print Name __________________________ Signature __________________________ Date ____________ ext ________