

APPLICATION FOR INTERMISSION



UNIVERSITY OF
CANBERRA

AUSTRALIA'S CAPITAL UNIVERSITY

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.

Email: Student.Centre@canberra.edu.au

Fax: (02) 6201 5040 **Student Centre:** 1B150

Personal Information

Student ID No.	Family Name or Surname	Given Name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Code	Course Name	
<input type="text"/>	<input type="text"/>	
Student's Signature	Date	Contact Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		
u _____ @uni.canberra.edu.au		

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 2012: 6 Feb - 11 May
S1 2013: 4 Feb - 10 May

Semester two: S2 2012: 13 Aug - 16 Nov
S2 2013: 12 Aug - 15 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

Australia Government Higher Education Provider Number 00212K

Personal information collected by the University is subject to the Commonwealth *Privacy Act 1988*

Postal Address: Student Centre, University of Canberra, Bruce, ACT Australia 2601

Phone 1300 301 727 Fax: +61 (0)2 6201 5040 Email: Student.Centre@canberra.edu.au

Reason for Intermission request (please tick one and then outline your reasons below)

- | | |
|--|---|
| <input type="checkbox"/> Dissatisfaction with Course | <input type="checkbox"/> Health |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Financial | <input type="checkbox"/> 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:

(Please enter Year)

(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