AUSTRALIA ECU UNIVERSITY EDITH COWAN

SSC > Student Services Centre

REQUEST TO INTERMIT FROM COURSE or DISCONTINUE FROM COURSE

PLEASE PRINT CLEARLY IN BLACK INK

Form: SSC-105/03/09

- **Students wishing to intermit or discontinue are requested to discuss their circumstances with Faculty staff before doing so.**
- Students either intermitting or discontinuing their course of study (not individual units) are required to submit completed form to a Student Central office.
- Students intermitting/discontinuing their course MUST immediately return all borrowed books and/or equipment.
- Students in receipt of Centrelink Youth Study allowance must immediately notify Centrelink of course intermission/discontinuation.
- Students intermitting or discontinuing after the HECS HELP/FEE HELP census date may, under special circumstances, apply for a remission of the HECS HELP/FEE HELP charge. Please request Guideline information from Student Central.

STUDENT NUMBER									
SURNAME/FAMILY NAME (Block Letters)									GIVEN NAME/S (Block Letters)

SEMESTER ADDRESS				POSTCODE	
TELEPHONE HOME:		WORK:		MOBILE:	
COURSE TITLE	(Print full title of course name eg: Bachelor of Business)			COURSE CODE	

INTERMISSION - For students intending to return to study within 12 months

Students with completed units may apply for intermission for a total of 2 consecutive semesters. Students failing to return to study after the intermission period has expired will be required to re-apply using the 'Application to Resume a Course' form.
Note: There is no guarantee students will be granted approval to resume the course.

I wish to apply to intermit my enrolment from :	Day	Month	Year	I intend to re-enrol for Semester	Semester / Year

Or

DISCONTINUATION - For students requesting permanent discontinuation from above course

I wish to discontinue my course as at:	Day	Month	Year: 2

Reasons for course Intermission/Discontinuation - If you have a problem, have you discussed it with Faculty staff or a Student Connect Officer?

Are you a full fee international student? YES ☐ NO ☐

Any decision to intermit/discontinue will have visa implications. Please consult a Student Connect Officer.

Student signature: _____ Date: _____

WAAPA students require Faculty approval to Intermit from a course.
International students require approval from Student Connect Officer to Intermit from a course.

Request to Intermit/Discontinue

Approved ☐

Not Approved ☐

_____ Date: _____
Signature, Dean of Faculty or nominee / Student Connect Officer

_____
Print Name

OFFICE USE ONLY

Notice received by: _____ Date: _____

Processed without HECS HELP/FEE penalty ☐ Processed with Academic penalty ☐

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