

This form is an application used by coursework students for discontinuation of studies from Monash University Sunway campus and for deposit/fee refunds (if any). **DO NOT use this form if you intend to continue your studies at Monash University Sunway campus or other campuses.** [E.g. if you go on an exchange program to study at another Monash University campus for a semester or two but expect to return to Monash University Sunway campus]

Postgraduate students enrolled in a program administered by the School's Research Management Office should contact the Research Management Office with queries regarding discontinuation of studies.

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 **School** Course Management Office or Course Advisor/Coordinator/Discipline Head will be able to provide guidance and assistance with concerns regarding your current course, academic requirements or other study options.
- The counselors at the **Counseling Services** provide free and confidential support to students on campus. For further information, refer to <http://www.monash.edu.my/student-services/Counselling/index.html>.
- Employment and Career Development** provides students with general career counseling through advice and guidance on career opportunities, information on study pathways to career goals and increasing their level of employability through soft-skills related workshops and forums. For information, refer to <http://www.monash.edu.my/Student-services/ECD/>.
- The **Disability Liaison Unit (DLU), Monash University Australia**. Provides assistance to students with disability or long-term medical conditions. If you wish to discontinue due to medical reasons, please contact the DLU first as they may be able to advise on services that will assist you in continuing your studies with minimal disruption. For further information, refer to <http://www.adm.monash.edu.au/sss/equity-diversity/disability-liaison/>. Alternatively, you may contact Student Community Services at 603 – 5514 6018 (Student Advisor).
- The **Finance Department** can provide you with information regarding installment payment option and PTPTN Education Loan Scheme. For information, refer to <http://www.monash.edu.my/finance/>.

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 the 'Intermission Application Form' from your School's websites or your School Course Management Office.

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

<http://www.monash.edu.my/Student-services/SA/enrolment/principaldates.html>

International students must contact their School and Prospective Students Office-International Student Pass (PSO-ISP) to discuss applications to vary your enrolment.

Lodging of Applications

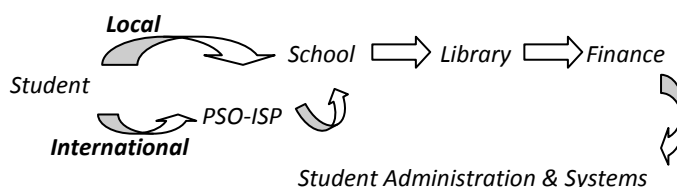
There are no specific closing dates for course discontinuation. However, we recommend that (where possible) you submit your form before the current semester's census date.

This application is to be lodged at the **Course Management Office** at your School (**for local students**) or **PSO-ISP office** (**for international students**).

Your application for course discontinuation and refund of fee/deposit (if any) process will take **approximately 6 – 8 weeks** upon receiving your complete application along with ALL required documentations.

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

Lodging Process Flow:



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 purpose of collection includes the use of data for evaluating and improving information and support programs to students. If you do not complete all the questions on this form, it may not be possible for your application to be processed.

COURSE DISCONTINUATION/COMPLETION APPLICATION FORM

Please complete all relevant sections clearly, as all information provided must be legible.

Section A Personal Details

STUDENT ID NO	: <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									STUDENT TYPE	: <input type="checkbox"/> Local <input type="checkbox"/> International
TITLE (Please circle)	: Mr /Mrs /Ms /Miss /Dr/Prof	HOME CAMPUS	: SUNWAY								
COURSE TITLE	:	INTAKE (MM / YY)	:								
FAMILY NAME	:	GIVEN NAME	:								
TELEPHONE	:	(Home)	(Mobile)								
EMAIL	:										

Section B Reason for Discontinuation from Course at Monash University Sunway campus

Have you sought advice about your decision to discontinue from your course? Yes No

Please tell us why you are discontinuing from your course. Please elect (√) the most relevant reason:

TRANSFERRING TO ANOTHER MONASH UNIVERSITY CAMPUS

Campus	: Commencement Date	:
Course Title	:	Intake (MM / YY)

TRANSFERRING TO ANOTHER INSTITUTION

Institution Name	: Commencement Date	:
Course Title	:	Location

OTHERS

- I am discontinuing for health reasons
- I am discontinuing for financial reasons
- Personal/family reasons**
 - I am not able to balance study with my family commitments
 - There has been a major event in my life (e.g. birth, divorce, death)
 - I am unhappy with campus life
- Employment commitment/opportunities**
 - I am not able to balance study with my work commitments
 - I have a new job and/or I am moving to a new location with my job
- No interest in course/expectations not met**
 - The course is not what I expected
 - The course is not the course I really want to study
 - I am unhappy with my academic experience at Monash University Sunway campus
- I have completed my course

Overall, I was happy with my experience at Monash University Sunway campus Yes No
 I would like to return to Monash University Sunway campus again in the future Yes No

Section C**To be Completed by International Students Only****INSTRUCTIONS:**

- International students must submit the documents stated below to PSO-ISP office at your earliest convenience to avoid any delays in the processing of your application for course discontinuation and refund of deposit/fee.
- All students are required to cancel their student pass upon completion of course of study. If there are any issues with this requirement, please discuss with PSO-ISP staff

Please select (v) where applicable:

Documents needed:

- 2 passport photocopies (*Information pages, latest student pass page and date of last entry stamp page only*)
- Current passport
- Plane/Bus/Train/Boat ticket with confirmed departure date (*2 photocopies – please bring along your original copy to PSO-ISP for verification purposes; your departure must be at least 10 working days or more from the time all the above documents have been submitted to PSO-ISP*)

If you are transferring to another Monash University campus or other institution:

- 2 photocopies of offer letter from new institution
- Payment of RM100.00 for Special Pass arrangement before student pass cancellation (*if you are transferring to other institution in Malaysia only and if your student pass is expiring less than 1 month from the cancellation request date*)

Other reason(s) for course discontinuation:

- A letter from you stating the reason for discontinuation
- Payment of RM100.00 for Special Pass arrangement before student pass cancellation (*if your students pass is expiring less than 1 month from the cancellation request date*)

Section D**Refund Particulars (if applicable)**

Please specify the type of payment for refund

- REFUND OF FEES
- REFUND OF DEPOSITS
(Note: There is no deposit from 2007 intake onwards)

Please specify the payment option for refund

- BANK DRAFT (Overseas bank)
- CROSSED CHEQUE (Local bank)

Please specify the payee for refund (please state name of recipient as per bank account)

- SELF
- FAMILY MEMBER

<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Guardian (as specified in your Authorization to Release Information Form)
Name	:	
NRIC / Passport No	:	

Please specify the preferred collection method for refund

- COLLECT PERSONALLY
- POST BY MAIL TO THE ADDRESS BELOW

Address :

State :

Post Code :

Country :

- COLLECT BY AUTHORIZED PERSON

Name :

NRIC / Passport No :

Section E**Student Declaration**

I understand that the refund amount will be guided by the Refund Policy at Monash University Sunway campus. I also understand that the amount refunded to me is after the deduction of any outstanding with Monash University Sunway campus. In the event if there is any outstanding still not paid by me upon my discontinuation, the administrative encumbrance will be applied to my portal and if I wish to be readmitted/ re-enroll, I have to clear all the outstanding due to Monash University Sunway campus. If I am an international student, I understand that I must submit all necessary documents as highlighted in Section C and complete this form fully in order for the respective office to process my discontinuation of studies.

I understand that failing to submit a complete form means Monash University Sunway campus cannot process my application. I understand that students, who voluntarily discontinue from an undergraduate or postgraduate course at Monash University 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.

Signature of student

:

Date

:

FOR OFFICE USE ONLY**PART 1: PROSPECTIVE STUDENTS OFFICE-INTERNATIONAL STUDENT PASS (for International Students only)**Refund of deposit/fee Approved Not approved

Student Pass Expiry : (DD / MM / YY)

Remarks :

Received By

Staff's Signature : Staff's Name : Date :

Decision Made By

Staff's Signature : Staff's Name : Date :

PART 2: HEAD OF SCHOOL / COURSE MANAGER

Date Received :

Commencement Date : Termination Date :
(DD /MM / YY) (DD /MM / YY)**Callista Updated By**Staff's Signature : Staff's Name : Date :
(DD /MM / YY)

