

This form is used by coursework students for the following purposes only.

1. Course Discontinuation – For coursework students who planned to discontinue their studies with Monash University Malaysia.
2. Course Completion – For the processing of deposit/fee refunds for coursework students who have completed their studies with Monash University Malaysia.

DO NOT use this form if you are participating in a Monash University exchange or study abroad program and intend to return to continue your studies at Monash University Malaysia.

Graduate Research Students (GRS) enrolled in a program administered by the School’s Research Management Office should contact the Monash Graduate Education (MGE) with queries regarding discontinuation of studies. For more information see [www.monash.edu/graduate-research](http://www.monash.edu/graduate-research)

**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 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 <https://www.monash.edu.my/student-services/counselling-and-wellness>
- **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 <https://www.monash.edu.my/student-services/CareerServices>
- The **Disability Services** provides assistance to students with a disability or a long-term medical condition. You may contact the DLU by visiting the Student Experience unit as they will be able to advise on services that may assist you in continuing your studies with minimal disruption. Student Experience is located in Building 2, Level 2. For more information, you can also visit <https://www.monash.edu.my/student-services/wellbeing-and-activities/disability-support>
- The **Finance Unit** can provide you with information regarding installment payment options. For information, refer to <https://www.monash.edu.my/finance/fees>
- Information on scholarship awards, bursaries or any form of financial assistance offered by Monash University Malaysia and
- Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) Education Loan Scheme is available at <https://www.monash.edu.my/student-services/Financial-assistance/applications2/perbadanan-tabung-pendidikan-tinggi-nasional-ptptn> or visit the **Scholarship and Study Loan Administration Office** in Building 2, Level 2.

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

Other option.

- 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 website or Course Management Office. Please note that each teaching period has critical dates by which you can vary your enrolment without penalty. Refer to the Principal Dates or contact your School for details. <https://www.monash.edu.my/student-services/student-admin/semester-principal-dates>

**International students must contact their School and International Student Pass (ISP) office before lodging this form.**

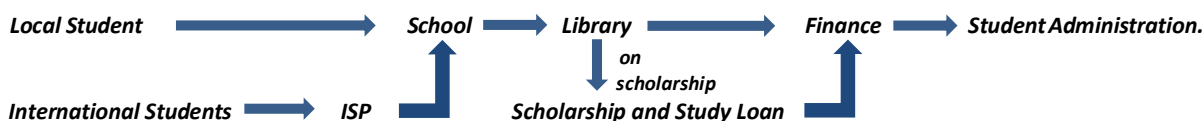
**Lodging of Form**

There are no specific closing dates for course discontinuation. However, we recommend that (where possible) you submit your form before the census date for the current teaching period to avoid financial and academic penalties.

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

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 protection of personal data is important to Monash University Malaysia. Any personal data collected on this form will be treated in accordance with the Personal Data Protection Notice of Monash University Malaysia accessible via <http://www.monash.edu.my/>.

# COURSE DISCONTINUATION/COMPLETION FORM

OUR REFERENCE NO.

Please tick  the relevant boxes:

Course Discontinuation

Course Completion

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

## Section A Personal Details

STUDENT ID NO :

STUDENT TYPE :  Local  International

TITLE : Mr /Mrs /Ms /Miss /Dr/Prof  
(Please circle)

HOME CAMPUS : MALAYSIA

COURSE TITLE :

COURSE CODE :

FAMILY NAME :

GIVEN NAME :

TELEPHONE : Mobile:

House:

EMAIL ADDRESS :

Are you a recipient of any scholarship awards, bursaries or any form of financial assistance offered by Monash University Malaysia?

Yes. Please specify: \_\_\_\_\_

No.

## Section B For Course Discontinuation Only

### (i) Date of Discontinuation.

I want to discontinue from my course on \_\_\_\_/\_\_\_\_/20\_\_\_\_. 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.

### (ii) Reason for Discontinuation.

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 select (✓) the most relevant reason.

#### TRANSFERRING TO ANOTHER MONASH UNIVERSITY CAMPUS.

Campus : Commencement Date :

Course Title : Intake (mm / yy) :

#### TRANSFERRING TO ANOTHER INSTITUTION. <sup>03</sup>

Institution Name : Commencement Date :

Course Title : Location :

#### OTHERS.

I am discontinuing for health reasons. <sup>45</sup>

I am discontinuing for financial reasons. <sup>46</sup>

Personal/family reasons.

I am not able to balance study with my family commitments. <sup>53</sup>

There has been a major event in my life (e.g. birth, divorce, death). <sup>54</sup>

I am unhappy with campus life. <sup>55</sup>

Employment commitment/opportunities.

I am not able to balance study with my work commitments. <sup>56</sup>

I have a new job and/or I am moving to a new location with my job. <sup>57</sup>

No interest in course/expectations not met.

The course is not what I expected. <sup>58</sup>

The course is not the course I really want to study. <sup>59</sup>

I am unhappy with my academic experience at Monash University Malaysia <sup>60</sup>

Do not wish to disclose reason. <sup>01</sup>

**Section C For Course Completion Only**I have completed my course. 

Overall, I was happy with my experience at Monash University Malaysia  
 I would like to return to Monash University Malaysia in the future

Yes  No  
 Yes  No

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

- International students must submit the documents stated below to ISP office at your earliest convenience to avoid any delays in the processing of your request 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 ISP staff.

**Please select (v) where applicable:****Documents needed:**

- 2 copies of passport information page and 2 copies of current student pass page
- Original passport
- 2 copies of confirmed flight ticket (graduating student) / offer letter (employment).  
*Student to submit original passport and required documents 3 weeks before date of departure.*

**If you are transferring to another institution in Malaysia:**

- 2 photocopies of offer letter from new institution;
- Payment of RM100 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 in less than 1 month from the cancellation request date*).

**Other reason(s) for course discontinuation:**

- Payment of RM100 for Special Pass arrangement before student pass cancellation (*if your student pass is expiring in less than 1 month from the cancellation request date*).

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

Please specify the payee information for refund.

 SELF  FATHER  MOTHER  GUARDIAN (as specified in your Authorization to Release Information Form)

Please specify mode of payment. (Please state name of recipient as per bank account and attached a copy of recipient's NRIC/Passport information)

 BANK DRAFT (Overseas bank)  CROSSED CHEQUE (Local bank) – Collection only

Name : \_\_\_\_\_

NRIC/Passport No. : \_\_\_\_\_

 TELEPGRAPHIC TRANSFER (Overseas bank)

Payee Name	
NRIC No/Passport No	
Bank Account No.	
Bank Name	
Bank Address	
IBAN No. (if any)	
Routing No./ BSB No. (if any)	
Swift Code	
Payee Email Address	

Please specify the preferred collection method for refund.

- COLLECT IN PERSON AT MONASH UNIVERSITY MALAYSIA CAMPUS  
 COLLECT BY AUTHORIZED PERSON AT MONASH UNIVERSITY MALAYSIA CAMPUS

Name : \_\_\_\_\_ NRIC / Passport No : \_\_\_\_\_

- POST BY MAIL TO THE ADDRESS BELOW (For Bank Draft (Overseas bank) Only)

Address : \_\_\_\_\_

State : \_\_\_\_\_ Post Code : \_\_\_\_\_

Country : \_\_\_\_\_

## Section F Student Declaration

I have read the Personal Data Protection Notice provided by Monash University Malaysia pursuant to Section 7 of the Personal Data Protection Act 2014 accessible <https://www.monash.edu/privacy-monash>, which includes the purposes for which my personal data is collected/processed and classes of third parties to whom Monash University Malaysia may disclose my personal data. I hereby give consent to Monash University Malaysia to process my personal data in accordance with the Personal Data Protection Notice.

*I understand that the refund amount will be guided by the Refund Policy at Monash University Malaysia available at: <https://www.monash.edu.my/finance/fees>. I also understand that the amount refunded to me is after the deduction of any outstanding debt with Monash University Malaysia. In the event if there is any outstanding debt 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-enrolled, I have to clear all the outstanding debt due to Monash University Malaysia. 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 offices to process my discontinuation of studies.*

*I understand that failing to submit a complete form means Monash University Malaysia cannot process my request. 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: INTERNATIONAL STUDENT PASS *(for International Students only)*

#### STUDENT PASS

Refund of deposit/fee  Approved  Not approved

Student Pass Expiry : \_\_\_\_\_ (DD/MM/YY)

Remarks : \_\_\_\_\_

#### Received By

Staff's Signature : \_\_\_\_\_ Staff's Name: \_\_\_\_\_ Date: \_\_\_\_\_ (DD/MM/YY)

#### Student Pass Cancellation Attended By

Staff's Signature : \_\_\_\_\_ Staff's Name: \_\_\_\_\_ Date: \_\_\_\_\_ (DD/MM/YY)

#### INSURANCE

Insurance Coverage Date : From : \_\_\_\_\_ (DD/MM/YY) to : \_\_\_\_\_ (DD/MM/YY)

Insurance Premium Paid : RM \_\_\_\_\_ Cancellation Date : \_\_\_\_\_ (DD/MM/YY)

Amount to be refunded : RM \_\_\_\_\_ Remarks : \_\_\_\_\_

### PART 2: HEAD OF SCHOOL / COURSE MANAGER

Date Received : \_\_\_\_\_ (DD/MM/YY)

Commencement Date : \_\_\_\_\_ Course Completion/Termination Date : \_\_\_\_\_  
(DD/MM/YY) (DD/MM/YY)

#### Callista Updated By

Staff's Signature : \_\_\_\_\_ Staff's Name : \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

### PART 3: LIBRARY AND LEARNING COMMONS

Lost library item(s)  Yes  No

i. Payment for the current cost of replacing the item(s) + processing fees (RM10)

Total amount : RM \_\_\_\_\_

ii. Replacement of the item(s) with a new copy (exact edition) or latest edition.  Yes  No

Library fines  Yes  No

Total amount : RM \_\_\_\_\_

Student has overdue item  Yes  No

Staff's Signature: \_\_\_\_\_ Staff's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Email/Contact: [library\\_feedback@monash.edu](mailto:library_feedback@monash.edu) / 03 – 5514 6157

**PART 4 : SCHOLARSHIP AND STUDY LOAN ADMINISTRATION**

Name of scholarship/financial assistance: \_\_\_\_\_

Intake : \_\_\_\_\_

Staff's Signature: \_\_\_\_\_ Staff's Name : \_\_\_\_\_ Date: \_\_\_\_\_ (DD/MM/YY)

**PART 5: FINANCE**

Amount to be refunded	RM	_____
	RM	_____
	RM	_____
	RM	_____
	RM	_____
	RM	_____
	RM	_____
<b>Sub Total</b>	<b>RM</b>	_____

**Deductions**

Fine on library books	_____	RM	_____
Others	_____	RM	_____
<b>Sub Total</b>		<b>RM</b>	_____

<b>Refund Total</b>	<b>RM</b>
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**Processed By**

Staff's Signature: \_\_\_\_\_ Staff's Name : \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

**PART 6 : STUDENT ADMINISTRATION**

**Received By**

Staff's Signature: \_\_\_\_\_ Staff's Name : \_\_\_\_\_ Date (Stamp):

**Uploaded into HP-TRIM**

Staff's Name: \_\_\_\_\_ Date : \_\_\_\_\_  
(DD/MM/YY)

