

International Student Visa Holders Application to Reduce Study Load



| Personal Details | | | | | | | | | | | |
|------------------|--|--|--|--------------|----|----|------|-------------|----|----|------|
| Family Name | | | | Given Names | | | | | | | |
| Student No. | | | | CoE end date | DD | MM | YYYY | Visa expiry | DD | MM | YYYY |

| Application Details | | | | | | | | | | | | |
|--|-------------|--------------|--|--|--|--|-------------------------|----------------------|---------------|--|--|--|
| Course Code | C | Course Name | | | | | Current teaching period | Autumn / Spring 20__ | | | | |
| Subjects you wish to take this half year | Subject No. | Subject Name | | | | | | | Credit Points | | | |
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| Reason for reducing load (Tick one) | Requirements |
|---|--|
| Academic Difficulties | Evidence of academic difficulties; evidence of academic counselling; or evidence of enrolment or participation in study skills program. (See over for more information). |
| Compassionate Grounds | Statement explaining your circumstances. Supporting documentation. (See over for more information) |
| Core Subject Availability | Evidence that a core subject is unavailable and no other suitable enrolment options exist. (See over for more information) |
| Less than 100% load required to complete course | You must show that you can complete your course by the end date of your CoE. (See over for more information). If this is your last semester you do not need to submit this form. |

| Conditions of Application |
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| <p>1. You must attach original documentation supporting your application as specified above.</p> <p>2. You must be enrolled in 100% load for this application to be processed. You must not reduce your load before applying.</p> <p>3. You must submit this form by the due date as follows:</p> <p>Commencing Students Continuing Students: Friday Week 2, both semesters 31st January in Autumn Semester; 1st day of classes in Spring Semester</p> <p>The only exception to these due dates is where there are compassionate or compelling reasons justifying a reduced load that did not exist at the due date.</p> |

| Declaration | | | | | | |
|--|--|--|--|-----------|----|----|
| All information I have provided is correct. I understand this information may be provided to the Australian Government or other external bodies only for the purpose of demonstrating compliance with the ESOS Act or other purposes as required by law. | | | | Signature | | |
| | | | | Date | DD | MM |

| Office Use Only | | | | | | |
|----------------------------|----------|----|------|----------|--|--|
| Approved? | Yes / No | | | Comments | | |
| Approved by | | | | | | |
| Signature | | | | | | |
| Date | DD | MM | YYYY | | | |
| Filed by UTS International | DD | MM | YYYY | | | |

Important Information

Study Load Requirements

If you are studying on a student visa, Australian law requires you to complete your course by the end date on your Confirmation of Enrolment (CoE). You may extend your course only in limited circumstances. To complete your course in the standard duration you will normally need to be enrolled in **100% load each half year**. This is usually **24 credit points**, although certain Master's courses have non-standard loads, e.g. 18 or 32 credit points. It is your responsibility to:

- know the standard study load for your course (ask your Faculty or Student Centre if you do not know);
- reduce your load only with approval from your Faculty or Student Centre, using this form;
- know the end date of your CoE (ask UTS International for a copy of your CoE).

More information about enrolment requirements for international students is available at the following website:
www.uts.edu.au/international/study/progress

Applying for permission to reduce your study load

You must lodge this application at your Student Centre if you wish to reduce your study load, unless one or more of the following applies:

1. You are not on a student visa.

In this case you do not require permission to reduce your load.

2. You have been directed to reduce your load as part of Academic Caution or Early Intervention.

In this case you already have approval to reduce your load on academic grounds.

3. It is your final semester.

In this case you do not require permission to reduce your load.

Conditions of Application

You must be enrolled in 100% load for this application to be processed. You must not reduce your load before applying.

Due date for Applications

Due dates are indicated on the form overleaf.

Documentation: valid reasons for reducing your study load

You are only able to enrol in less than 100% load in the circumstances specified below. All applications must be accompanied by supporting documentation.

1. Academic difficulties

Many international students have difficulty adjusting to Australian university study. It may be helpful for some students to reduce their load temporarily until they improve their academic performance.

As evidence of academic difficulties you may be required to provide supporting documentation from your course co-ordinator or academic adviser. If you are given permission to reduce your study load for academic reasons then you will have to take measures to improve your academic performance. Your Faculty adviser will inform you of the measures you will need to take.

Your form will be forwarded to a faculty adviser if necessary for approval. Do not use this form if you have already been directed by an academic adviser to reduce your load as part of Academic Caution or the Early Intervention Strategy.

2. Exceptional compassionate or compelling grounds

Serious and extended medical, personal, or other circumstances *beyond your control* may have put your course progress at risk. An application to reduce your load on these grounds will need to be supported by documentation appropriate to your circumstances, e.g.:

- medical certificate demonstrating extended and serious illness, disability or injury;
- letter from counsellor demonstrating extended or serious personal circumstances.

Documentation must directly address how your circumstances will affect or have affected your ability to progress through your course at the standard load. Financial problems and employment pressures are **not** acceptable grounds to reduce your load.

3. Core Subject availability

Subjects you require for your course or major are not offered this semester or are otherwise not available, *and no other reasonable options to maintain full enrolment exist.*

4. Less than 100% load required to complete

You may study less than 100% load if you require less than 100% load to complete your course. This situation may arise because:

- you were granted recognition of prior learning; or
- you previously studied extra subjects in non-standard sessions such as summer or by overloading; or
- you have failed a number of subjects and need to extend your course to complete.

Normally you would study the reduced load in your final semester. If it is your final semester you do not need to obtain permission to reduce your load, as long as you will still be able to complete your course this semester. If you are not in your final semester you must apply for permission.