



THE UNIVERSITY OF
MELBOURNE

REDUCED STUDY LOAD

APPLICATION FORM FOR INTERNATIONAL STUDENTS ON STUDENT VISAS

WHO SHOULD USE THIS FORM?

International students on student visas are expected to complete their course within the time given on their most recent Confirmation of Enrolment (COE). Usually this requires students to enrol in a standard load of 0.5 EFTSL (50 points) per semester. Students can only reduce their load and extend the expected duration of their course in limited circumstances.

WHEN CAN I REDUCE MY STUDY LOAD?

You should discuss your course plan with a course adviser before enrolling in a reduced load. You are usually allowed to reduce your study load if it will not extend the duration of your course (as indicated on your COE). You can only extend the duration of your course in the following compassionate and compelling circumstances:

- Course structure
You are unable to enrol in 0.5 EFTSL due to the structure of your course or limited subject availability.
- Illness, bereavement or traumatic experience
You are unable to enrol in 0.5 EFTSL due to an illness, a disability or injury, illness or bereavement of close family members, or involvement in or witnessing a serious accident or crime.
You must attach a medical certificate or other supporting documentation.
- Academic progress assistance
You are identified as a student at risk of making unsatisfactory progress and your faculty has advised you to reduce your study load in order to assist you with meeting course requirements.

WHAT HAPPENS TO MY STUDENT VISA?

If your expected completion date changes due to compelling or compassionate circumstance, you will need to obtain a new COE from International Student Services and renew your student visa a few weeks before it expires.

The University cannot issue a new COE, if you reduce your study load without a valid reason and you are unable to complete your course by the expected completion date on your COE. You may not be able to renew your student visa and complete your course.

FURTHER INFORMATION

International Student Services (ISS)
International Centre, Swanston Street
T: +61 3 8344 4505
F: +61 3 9349 3204
E: iss-visa@unimelb.edu.au
W: www.services.unimelb.edu/international/visas/studyload.html

Privacy Statement

This information will be used by University of Melbourne staff to administer your enrolment and, as required by legislation, forwarded to the Department of Education, Science and Technology and the Department of Immigration and Citizenship. An individual has the right to gain access to their personal information held by the University. For further information on the Privacy Policy of the University of Melbourne please refer to: www.unimelb.edu.au/unisec/privacypolicy Privacy enquiries may be mailed to: privacy-officer@unimelb.edu.au

STUDENT TO COMPLETE

Student ID: _____

Name: _____

Address: _____

Telephone: _____

I wish to reduce my study load for:

Course name: _____

Semester: Year:

I wish to enrol in the following subjects:

Subject code	Subject name
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____

The duration of my course will need to be extended:

- No
- Yes, due to: Course structure
 Illness or disability (attach medical certificate)
 Academic progress assistance

This form must be signed and returned to the faculty that administers the course you are enrolled in.

- The information provided by me is true and complete
- I understand the implications for my student visa
- I have attached supporting documents if required

Signature: _____

Date:

STAFF TO COMPLETE

Reduced load approved? No Yes

If yes, has the student's course duration been extended?

- No Yes
- Add comment to record
 - Provide copy to student
 - Place form on file
 - Verify reasons
 - Update ECD
 - Add comment to record
 - Provide copy to student
 - Place form on file

Staff name: _____

Date: