Application to Reduce Study Load
International Student Visa Holders and Australia Awards Recipients Only

WHO SHOULD USE THIS FORM
International coursework students on a student visa or Australia Awards recipients required to enroll in less than a full time study load eg less than 24 units of credit, in either semester 1 or 2. Students in their final semester are not required to complete this form.
For more information about reducing your study load https://student.unsw.edu.au/reduce-study-load

SECTION 1: PERSONAL DETAILS

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<tr>
<th>Family Name</th>
<th>Student ID</th>
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<th>Date of Birth dd/mm/yyyy</th>
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<tr>
<th>CoE Expiry Date dd/mm/yyyy</th>
<th>Visa Expiry Date dd/mm/yyyy</th>
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Are you:
- Under 18 years of age
- Sponsored Student (please include name of sponsor)
- Australia Award Recipient

Please provide a letter of support from your sponsor. Permission to reduce your study load cannot be given without supporting documentation.

SECTION 2: REASON FOR REDUCING YOUR STUDY LOAD

Please tick one of the following:
- Core Course(s) not available (e.g. Course not on offer, timetable clash etc)
  Please provide evidence that no other suitable options are available.
- Academic Difficulties (e.g. being below Good Standing)
  Please provide evidence of academic advice to reduce your study load and that you have an intervention strategy in place if you are below GOOD standing. This can be from your Faculty Academic Advisor or an ISA at Student Development International.
- Compassionate and Compelling Circumstances
  Please provide a personal statement with supporting document explaining the circumstances that are that may put your course progress at risk. Supporting document include a medical certificate demonstrating serious illness, disability or injury or a letter from a counsellor demonstrating your inability to carry a full study load
- Granted recognition of prior learning
- Previously studied extra units in another study period
- Failed prerequisite course(s) in previous semester
- Unable to enrol in the required subject (Please provide evidence that no other suitable options are available)
- Other

SECTION 3: PROGRAM LENGTH VARIATION

Is a reduction in study load likely to result in a variation to the length of your program?
- Yes
- No

If YES, what will be the expected date of completion

If NO, please provide evidence that you can complete your Program within the duration specified in your Confirmation of Enrolment (CoE) for example a study plan and a copy of your academic statement

J:\All Staff\General Administration\SDI Forms\Reduce Study Load Form\RSL_Form_150715.docx
## SECTION 4: STUDY PLAN - PLEASE ONLY FILL IN SEMESTERS/SUBJECTS TO BE COMPLETED

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<tr>
<th>Year</th>
<th>Semester</th>
<th>Course Name</th>
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<td>20</td>
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SECTION 5: STUDENT DECLARATION (IF YOU ARE UNDER 18 THE DECLARATION MUST BE SIGNED BY YOUR PARENT OR LEGAL GUARDIAN)

I have read and understood the implication of reducing my study load may have on my visa. I certify that all information, including supporting documentation and certificates, is correct. I hereby authorise the University to contact the professional authority concerned for the purpose of verifying any information he or she supplied. I acknowledge that the University will, where appropriate, advise the relevant Commonwealth Government authority of the outcome of this application. In signing this form I understand that the details are protected by the Privacy and Personal Information Protection Act 1998 (NSW).

CHECKLIST
I have:

- Enrolled in 24uoc. You must not reduce your study load before being given approval.
- Registered with Student Development International. To register go to SDI’s website - https://booking.online.unsw.edu.au/booking/iss_home.main
- Attached a signed study plan and a copy of my academic statement (printed from myUNSW providing evidence that you can complete your program within the duration specified in your Confirmation of Enrolment (CoE)).
- Attached supporting documentation, intervention strategy and/or a personal statement as evidence that I cannot complete my program within the duration specified in your Confirmation of Enrolment (CoE).
- Completed Sections 1-4 of the Reduce Study Load application form.

STUDENT SIGNATURE

[Signature]

Student ID [dd/mm/yyyy]

PARENT/LEGAL GUARDIAN SIGNATURE

*If you are under 18 years old, your parent or legal guardian MUST sign below:

[Signature]

Parent/Legal Guardian Name [dd/mm/yyyy]

APPLICATION FORMS NOT SIGNED BY THE STUDENT AND WHERE APPLICABLE PARENT/LEGAL GUARDIAN WILL NOT BE ACCEPTED

SECTION 6: TO BE COMPLETED BY THE PROGRAM AUTHORITY

I support/I do not support this reduce study load application.

Reason

I approve the above Study Plan [ ] Yes [ ] No

Full Name [Position Held] [ ]

Telephone [Email Address] [ ]

Signature [Date [dd/mm/yyyy]]

SECTION 7: TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR

- Visa implications have been explained.
- Follow up visits required to monitor intervention strategy.
- Student notified of outcome.
- Student advised they are responsible for amending their enrolment details on myUNSW prior to the census date and the implications for the student if they fail to amending the enrolment details.

Approved [ ] Yes [ ] No

Reason

INTERNATIONAL STUDENT ADVISOR

[Full Name] [Signature] [Date [dd/mm/yyyy]]