

APPLICATION TO REDUCE STUDY LOAD

DO NOT FILL THIS FORM if you are in your FINAL SESSION or if you are OFFSHORE.

Year: _____

Session: ☐ Autumn ☐ Spring

1. STUDENT DETAILS.

Family Name(s):		Given Name(s):	
Student ID:	Visa Expiry (DD/MM/YYYY):	Sponsored Student?:	<input type="radio"/> Yes <input type="radio"/> No

2. COURSE DETAILS.

Course Code: C _____ Course Name: _____

Please attach faculty approval when submitting this form if you are in:

- ☐ Bachelor of Nursing (including combined degree): email ugnursingadmin@uts.edu.au for faculty approval.
- ☐ Master of Advanced/Health Services Management: email health.academic.programs@uts.edu.au for faculty approval.
- ☐ Master of Law: email Karen.Lee@uts.edu.au for faculty approval.
- ☐ Any [Health \(Graduate Entry Masters\) program](#) must email gshadmin@uts.edu.au for faculty approval.
- ☐ Any Business student applying for Academic Difficulties must use this [link](#) to request for Faculty approval.

3. ENROLMENT DETAILS You **MUST** remain enrolled with a full time study load until your application is approved.

How many credit points do you want to enrol in this session? _____ credit points

4. REASONS TO REDUCE STUDY LOAD

Choose one reason to reduce study load this session, and attach the relevant supporting documents. Applications to Reduce Study Load without sufficient required documentation will **BE REJECTED**.

x	Reason and definition	Required Documentation (Tick to acknowledge)
<input type="checkbox"/>	Academic Difficulties (including Academic Caution and Early Intervention Scheme*) Insufficient academic performance and course progression.	<input type="checkbox"/> Personal statement from student, OR <input type="checkbox"/> Students on early intervention or academic caution should attach a copy of their early intervention or academic caution form signed by an Academic Advisor
<input type="checkbox"/>	Compassionate Grounds Serious medical or personal circumstances beyond your control.	<input type="checkbox"/> Personal statement from student, AND <input type="checkbox"/> Official Documentation to support circumstances (e.g. Medical Certificate)
<input type="checkbox"/>	No other subjects available for enrolment: Not enough subjects available this session for full time load.	<input type="checkbox"/> Personal statement from student
<input type="checkbox"/>	Less than 100% study load remaining in course Less than 100% total study load remaining in your final year of study.	<input type="checkbox"/> Personal statement from student, AND <input type="checkbox"/> Written outline of remainder of study plan

5. SUPPORTING STATEMENT - COMPULSORY FOR ALL STUDENTS

Your supporting statement should clearly explain the reason(s) behind why you are applying for your application. Your assessor can only assess your application based on what you have provided on your statement.

6. DECLARATION

I, _____, as of _____, confirm that all provided information is correct and that 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.

What's next?

- Log into: [My Student Portal](#) (Link Provided)
- Select **ASK UTS** and then select **Enquiry Category** and **"Submit a Form"**
- Attach your **completed** Reduce Study Load Application and all required supporting documents