

APPLICATION TO REDUCE STUDY LOAD

(International student visa holders only)



STUDENT DETAILS																	
Student ID										Course code	C						
Family name <small>(in capitals)</small>									Course name								
Given names									CoE end date	DD	MM	YYYY	Visa expiry	DD	MM	YYYY	
Are you a sponsored student?	<input type="checkbox"/> No <input type="checkbox"/> Yes, name of sponsor:																

SUBJECTS FOR WITHDRAWAL (if application approved)			
You must be enrolled in 100% study load before submitting this application. Do not reduce your study load until your application is assessed and you are advised.	Subject no.	Subject name	Credit points

REASON FOR REDUCED STUDY LOAD (refer to page 2 for more detail prior to submitting this application)		
Reason (tick ONE only)	Definition	Supporting documentation
<input type="checkbox"/> Academic difficulties	Insufficient academic performance and course progression.	> Personal statement <i>and</i> > Email from Academic Advisor or Course Director
<input type="checkbox"/> Compassionate grounds	Serious medical or personal issue beyond your control.	> Personal statement <i>and</i> > Documentary Evidence (e.g. Medical Certificate)
<input type="checkbox"/> Core subject availability	Core subjects required for this half year are unavailable.	> Personal statement
<input type="checkbox"/> Less than 100% study load	Less than 100% study load required to complete course.	> Personal statement <i>and</i> > Outline proposed study plan

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	YYYY	Phone

DOCUMENTATION CHECKLIST	
<input type="checkbox"/> Personal statement outlining reasons for reducing your study load. <input type="checkbox"/> Originals of any supporting documentation required (see over for more information). <input type="checkbox"/> Sponsor approval letter (only required for sponsored students).	Submit form and supporting documents to the UTS Student Centre (Building 5 or 10)
DUE DATE: Monday week 2 of the session in which reduced study load is required .	

Office Use Only			
Supporting Documentation	Attached / Not attached		DO NOT ACCEPT APPLICATION WITHOUT ALL RELEVANT SUPPORTING DOCUMENTATION ATTACHED.
Approved?	Yes / No		Academic Transcript Attached / Not attached
Approved by	Comments		
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 certain circumstances.

To complete your course in the standard time you will normally be enrolled in **100% load each half year** (usually **24 credit points** each half year). However, certain Masters courses have non-standard loads (e.g. 18 or 32 credit points).

FAQ

Q: *What is the standard study load for my course?*

A: Check the UTS Handbook online or contact the UTS Student Centre.

Q: *Can I reduce my study load myself?*

A: No. You can only reduce your study load after approval from UTS (submit this form first).

Q: *What is my CoE end date?*

A: The end date is on your Confirmation of Enrolment (CoE) letter. You can get a copy from UTS International (Building 1, Level 3A). It is your responsibility to know the end date of your CoE.

Q: *Do I need permission to reduce my study load if I am a sponsored student?*

A: If you are a sponsored student (e.g. by the Australian government, your home country government, an employer, a UTS Scholarship) you **MUST** obtain written approval from your sponsor **BEFORE** submitting this form. Please attach a letter of consent from your sponsor to this application.

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

Complete this form to reduce your study load only if:

- You are on a student visa *and*
- It is **NOT** your final session (final session students do not require permission).

Note: If you are on an Early Intervention Scheme (EIS) or Academic Caution, you do not need to attach additional documentation with this form.

Reasons for reducing load : documentation

You can only apply for reduced study load (i.e. less than 24 credit points per half year) in the circumstances listed below. *Applications must have original supporting documentation attached or they will be rejected.*

1. Academic difficulties

Many international students have difficulty adjusting to study at Australian universities. It may be helpful for some students to reduce their load temporarily until their academic performance improves.

Supporting documentation: Personal statement and letter or email from your Course Director or academic advisor supporting your application to reduce study load based upon academic grounds.

Note: If allowed to reduce your study load you must take steps to improve your academic performance. Your academic adviser will advise you of how to improve your academic performance.

2. Compassionate or compelling grounds

A serious medical or personal issue or other circumstances beyond your control has affected your course progress or wellbeing.

Examples of supporting documentation:

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

Documentation must directly address how your circumstances have affected (or will affect) your course progress under a standard study load.

Note: Financial and employment issues are not acceptable reasons to reduce your study load.

3. Core Subject availability

Core subjects you require for this session are unavailable (e.g. not offered, full) and there are no other reasonable options to maintain 100% study load.

Supporting documentation: Provide a personal statement outlining the situation and steps you have taken to try to resolve the issue.

4. Less than 100% load required to complete

You require less than 100% study load to complete your course. This may occur if:

- you were granted recognition of prior learning (credit recognition)
- you studied extra subjects (e.g. overloading) or studied during non-standard sessions (e.g. Summer)
- you have failed a number of subjects and need to extend your course to complete.

Supporting documentation: Personal statement outlining your proposed study plan (e.g. 5 subjects left to complete and wish to study 3 subjects in Autumn and 2 subjects in Spring).

Note: If it is your final session you do not need to obtain permission to reduce your study load. If you are not in your final session you must apply to reduce your study load.