

**Onshore student visa holders only
Approval for reduced study load**

International Office
Locked Bag 1797, Penrith NSW 2751

Read the important information on page 2 **before** completing this form.
Please ensure supporting documentation for section 2 is attached to this application at time of lodgement.
Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X).
It is your responsibility to make any changes to your enrolment detailed below via MySR.

1 - PERSONAL DETAILS

Student ID number Daytime contact phone number

Title Family name

Given name(s)

Course code Course name Teaching session including year

Current CoE number Current CoE finish date Visa expiry date

2 - REASON FOR REDUCED STUDY LOAD

If you are requesting a reduced load for academic reasons you will need to have this form signed by your Head of Program. Once signed, take this form to your International Student Advisor. For extenuating circumstances, take this form directly to your International Student Advisor along with any supporting documentation.

Academic reasons <i>(must be completed by your Head of Program)</i>	Extenuating circumstances <i>(supporting documentation must be supplied)</i>
<input type="checkbox"/> Units not available (eg. units not on offer, timetable clash etc)	<input type="checkbox"/> Medical
<input type="checkbox"/> Other academic reasons (give details)	<input type="checkbox"/> Other extenuating circumstances
Expected completion date <input type="text"/>	Expected course completion date <i>(to be completed by International Student Advisor)</i> <input type="text"/>
HOP name <input type="text"/>	HOP signature <input type="text"/> Date <input type="text"/>

3- INTERNATIONAL OFFICE TO COMPLETE

New CoE has been issued and visa implications have been explained. New CoE number:

Student's CoE does not require update

International Student Advisor name International Student Advisor signature Date

4 - DECLARATION AND SIGNATURE

I declare that I have read and understood the instructions on page 2. I understand that I will need to change my enrolment via MySR before the relevant census date.

Student's signature Date

Date Received

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal, an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

Important information for applicants and staff

Varying your enrolment

Once your application to study a reduced load has been approved, you are required to make the necessary changes to your record through MySR.

Who should use this form

You should use this form if you are studying in Australia on a student visa and want to enrol in less than the normal full time study load of 40 credit points in Autumn/1H, Spring/2H or 20 credit points in a Quarter teaching session because of either academic reasons or extenuating circumstances.

Students who have a 'Conditional Enrolment' and are enrolled in fewer than 30 credit points must complete this form.

You do not need to seek permission to study less than the full time load if you are in your last study session.

Once your Head of Program has approved the change to your enrolment, and the International Office has signed off on it, you will need to change your enrolment via MySR to reflect what has been approved.

What are academic reasons?

Academic reasons can include, but are not restricted to, the following:

- a unit necessary for course completion is not available (not offered)
- timetable clash
- advanced standing is being processed
- a unit necessary for course completion is not available on home campus
- the student's approved study load prior to 1 July 2007 would lead to the student being unable to complete within the expected duration (staff will need to have evidence that the student was following the provider's course advice).

(DEST ESOS National Code Guide - <http://aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/default.htm>)

What are extenuating circumstances?

Extenuating circumstances are those which are out of your control. These would include unusual, uncommon or abnormal situations that occur for which you are not responsible. You must be able to prove that this circumstance affected you personally and the impact is extensive enough to prevent you from studying a full time load for the relevant teaching session.

These are generally **beyond the control of the student** and have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness, disability or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies or
- a traumatic experience which could include involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime when this has impacted on the student. Such cases should be supported by police or psychologists' reports
- other exceptional cases - students whose circumstances are outside the ones listed above should seek assistance from UWS Counsellors (www.uws.edu.au/counselling_services) or other professional services and attach supporting documentation obtained from them

Limit on external units

Student visa holders in Australia can study up to 25 percent of their course by online and/or distance learning but in each compulsory study period each student must be studying at least one unit that is not by distance or online mode.

More information and UWS policies

The enrolment and progression rules are explained on the University's website:

Enrolments: www.uws.edu.au/enrolments

Progression: www.uws.edu.au/progression

UWS policies on enrolment and academic progression can be found on the University's website at: <http://policies.uws.edu.au> under the subheadings 'Enrolment policy' and 'Progression and Unsatisfactory Academic Progress policy', respectively.

Information on the ESOS National Code requirements can be found at <http://aei.dest.gov.au/AEI/ESOS/default.htm> and http://www.uws.edu.au/about_uws/uws/governance/policy_and_governance/education_services_for_overseas_students_esos/esos_national_code_information_for_students_and_staff

Lodging the form

You must take this form to your International Student Advisor, along with any supporting documentation. If approved, your International Advisor will issue you with a new 'Confirmation of Enrolment' **if required**.