



Faculty Recommendation to Reduce Study Load – International Student Visa Holders Only

To be completed and signed in consultation with your Faculty Sub Dean/Associate Dean or Course Co-ordinator.
Completion of this form does not mean permission has been granted to reduce your study load and for your CoE to be extended.

STUDENT DETAILS

Student Number	Last Name	First Name
Current CoE expiry		Student Visa expiry

Sub Dean/Associate Dean or Course Co-ordinator to complete

Please Note: A reduced study load can only be granted due to compelling or compassionate circumstances that are outside the control of the student (refer to information sheet).

1. What type of circumstances? (please circle)	Compelling / Compassionate	
2. Does the student have supporting documents?	Yes	No*
3. Is Academic Consideration more appropriate?	Yes*	No
4. With a reduced load, will the student complete as per the timeframe of their current CoE?	Yes*	No
5. Is a Faculty intervention strategy more appropriate as the student is on referral or probation?	Yes*	No

**An application to reduce study load may not be appropriate for this student.*

Referral to University Support Services <input type="checkbox"/> Learning Development <input type="checkbox"/> Faculty SEDLO <input type="checkbox"/> Counselling Service <input type="checkbox"/> Disability Service	Faculty Based Remedial Program <input type="checkbox"/> PASS Program <input type="checkbox"/> Other Program _____ Other Referral _____
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Please provide a reason for recommending a reduced study load for this student (supporting documents to be attached).

Subject Withdrawal **

Subject Code	Subject Name	Credit Points

Course Completion Session/Intake		Year	
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***If a more detailed study program is needed please attach.*

Signature of Course Co-ordinator or Sub Dean

Signature		Date	
Name		Position	

DECLARATION AND STUDENT SIGNATURE

I acknowledge the study program and referrals outlined above. I consent to my enrolment record and Confirmation of Enrolment (CoE) being amended to reflect this study program. I will complete the study program as outlined and complete within the timeframe of my CoE as per the conditions on my Student Visa. I have submitted a SOLS online application for Permission to Reduce Study Load – International.

Signature		Date	
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Application to Reduce Study Load: Important Information for Students and Staff

Who should be using this form?

Australian legislation requires international students studying on a student visa to complete their course within the timeframe of their Confirmation of Enrolment (CoE). International students may extend their course/CoE only in limited circumstances. This form should be used if students wish to be enrolled in less than full time study load which is typically 24cps per session or 12cps per intake. If approved, a student's study load will be reduced and their current CoE will be extended.

Who does not need to submit an Application to Reduce Study Load?

International students do not need to apply to reduce their study load if one of the following applies:

- international students who are not on a student visa (permission is not necessary);
- students on **referral** or **probation** need to seek an activated faculty-driven Intervention Strategy;
- students who will complete as per the timeframe on their CoE even with a reduced load;
- students who have approval to overload in another session or have demonstrated that they will study over a summer session;
- it is the student's final session of study.

Conditions of application

In order for the application to be processed:

- students **should not withdraw** from their subject (s);
- all applications should be submitted prior to Census Date;
- all applications must have supporting documentation;
- all Faculty recommendations must be signed by either the Course Coordinator or Sub Dean/Associate Dean;
- all Faculty recommendations should also be signed by the student.

What are compelling reasons?

Compelling reasons, which are mostly academic in nature, can include **but are not limited** to the following:

- advancing standing or specified credit;
- failed prerequisites;
- timetable clash;
- a subject that is necessary for completion is not offered;
- where it can be clearly demonstrated that a student is unable to maintain a full-time load on an academic level i.e. a student has failed assessments that he/she has little chance of passing the subject.

What are compassionate circumstances?

Compassionate circumstances include, **but are not limited** to:

- serious illness 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;
- a traumatic experience which could include involvement in, or witnessing of a serious accident.

What if the application is accepted?

If the student's application is accepted, the student will be withdrawn from the requested subject(s). The student will receive confirmation via SOLS and their new CoE will be sent to their University email account.

What if the application is declined?

If the student's application is declined both the student and the Faculty Sub Dean/Associate Dean or Course co-ordinator will be notified and advised to the reasons why and the options available to the students.

Submitting Supporting Documents

Students must submit your signed faculty recommendations and other supporting documentation at Student Central in building 17. If you have any further questions, please refer to the <http://www.uow.edu.au/student/international/UOW028910.html>