



APPROVAL FOR REDUCED STUDY LOAD

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X). 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 lodgment. It is your responsibility to make any changes to your enrolment detailed below via NAVIGATE.

1 - PERSONAL DETAILS

Student ID number Daytime contact phone number

Title Family name

Given name(s)

Course code Course name Teaching Term (including year)

Visa type 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 Course Convenor (CC) or Program Convenor (PC). For extenuating circumstances, take this form directly to your Student Welfare Office along with any supporting documentation. Once signed, take this form to the Student Services office.

Academic reasons (must be completed by your Course/Program Convenor)	Extenuating circumstances* (must be completed by the Student Welfare Service)
<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
*Supporting documentation must be supplied.	

Student is approved to enrol in units. Expected completion date

CC/PC or Student Welfare Service NAME SIGN HERE Date

3 –STUDENT SERVICES MANAGER (SSM) TO COMPLETE

Visa implications have been explained and the student has been advised how to obtain a new Confirmation of Enrolment (CoE) if necessary.

SSM name NAME SIGN HERE Date

4 - DECLARATION AND SIGNATURE

I declare that I have read and understood the instructions on page 2. Once approval has been given, I understand that I need to change my enrolment in NAVIGATE before the relevant census date. I understand that, if necessary, I need to obtain a new Confirmation of Enrolment (CoE) from WSUIC Admissions.

Student's signature SIGN HERE Date

Date received

In providing my personal information to WSUIC, I understand that, other than as authorised by law, WSUIC will only use this information for the purposes for which it is being collected in accordance with the WSUIC's functions and activities associated with my enrolment. In some instances, WSUIC 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 WSUIC, or to third parties for the purposes of recovering unpaid WSUIC fees or other debts owed to WSUIC, 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 WSUIC's policies.

IMPORTANT INFORMATION FOR STUDENTS 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 NAVIGATE.

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 because of either academic reasons or extenuating circumstances.

Students who have a 'Conditional Enrolment' and are enrolled in less 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.

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

What are extenuating circumstances?

Extenuating circumstances are those which are out of your control. 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 the Student Welfare Service or other professional services and attach supporting documentation obtained from them

More information about Western Sydney University International College (WSUIC) policies.

Policies on enrolment and academic progression can be found on the WSUIC's website at

<https://internationalcollege.westernsydney.edu.au/policies-procedures>.

Information on the ESOS National Code requirements can be found at:

- <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>
- westernsydney.edu.au/esos_nationalcode

Lodging the form

You must take this form to the Student Services office along with any supporting documentation. If approved, please contact Student Services about obtaining a new 'Confirmation of Enrolment' if required.