Reduced Study Load Application form for student visa holders

Please complete

Personal information:

Student number: [ ]
First name: [ ]
Last name: [ ]

I am unable to enrol in a standard load for the following reasons:

☐ I am ahead of my course and able to complete by my Confirmation of Enrolment (CoE) end date

☐ I have compassionate/compelling circumstances (supporting documents are required)

☐ I have been recommended to reduce my study load by a Student Adviser or the Course Unsatisfactory Progress Committee (CUPC) due to being at risk of unsatisfactory progress

☐ I have failed a subject or subjects which impacts the progress of my study plan

☐ Other (please provide additional information)

Additional information:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

HOW TO SUBMIT THIS FORM

1. Visit ask.unimelb and click on the ‘Ask Us’ tab
2. In the Current Student section select: Submit an Enquiry
3. Under ‘Enquiry Title’ enter: Reduced Study Load Application Form for Student Visa Holders
4. Under ‘Topic’ in the drop-down select: Course planning
   Next select the subcategory: Other enquiry
5. Attach your completed form along with any supporting documentation
6. Submit

Further information needed to fill out this form can be found online:

study load and course extensions
Study Plan - I wish to reduce my study load for:

Course and Major: 

Current CoE End Date: ___________ Expected Completion Semester: ___________ Year: ________

Please complete the Study Plan table (below) listing the subjects you have successfully completed (do not include failed subjects) as well as the current and future subjects you plan to enrol in order to complete your course.

Failure to complete the Study Plan could result in your application being delayed or not processed.

<table>
<thead>
<tr>
<th>FIRST YEAR:</th>
<th>Summer/Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR:</th>
<th>Summer/Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD YEAR:</th>
<th>Summer/Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOURTH YEAR:</th>
<th>Summer/Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
</tr>
</tbody>
</table>

Declaration:

- [ ] The information provided by me is true and complete
- [ ] I understand the implications for my student visa
- [ ] I have attached appropriate supporting documents

Date: __/__/____

The University of Melbourne collects personal information in accordance with the University Privacy Policy which can be viewed in full at http://policy.unimelb.edu.au/MPF1104. Information is collected, used and stored for the purpose of administering enrolment and related activities. Commonwealth and State agencies require certain information to be reported or disclosed by the University. You may request access to your information at any time by contacting the privacy officer at privacy-officer@unimelb.edu.au.