



REDUCED STUDY LOAD OR OVERLOAD

(INTERNATIONAL STUDENTS ONLY, EXCLUDING EXCHANGE AND STUDY ABROAD STUDENTS)

PLEASE NOTE: This form should be completed by **international onshore student visa holders** who want to apply to reduce or overload their studies in Semester 1 or 2. A normal study load for Higher Education students is 48 credit points per semester, and for TAFE students as prescribed in www.vu.edu.au/courses Study Abroad and Exchange students do not need to complete this form if taking a reduced study load or overload, but must receive approval from their home institution.

All applications need to be assessed by a Victoria University International (VUI) Compliance Officer before your enrolment (and semester fees) can be confirmed. If your application is approved, your enrolment and fees owing will be subject to change. Applications must be submitted ten (10) working days before census date (31 March for Semester 1 and 31 August for Semester 2) otherwise you may incur a financial penalty. You must continue to be enrolled on a normal study load (48 Credit points) until a decision to reduce study load has been approved.

HOW TO COMPLETE AND SUBMIT THIS FORM:

1. You must complete sections 1, 2 and 3 of the application form in full attached all required documents. You may be required to obtain supporting documents from your Faculty / School. Ensure all sections are complete and relevant documentation attached. Incomplete applications or an application missing required documents will be automatically rejected.
2. Obtain Faculty / School recommendation prior to submission. The recommendation box should be signed off by the appropriate Faculty / School officer - e.g. your program manager, course coordinator or supervisor.
3. Submit the application and all required documents to a Student Service Centre or International Office as outlined in section 6 of this application. Your application will then be forwarded to a VUI Compliance Officer for approval. Once VUI has received all the application form in full and all required documents, you will be provided with a written decision within ten (10) working days.

There may be an impact on your student visa if you are granted a reduced study load or overload and your Confirmation of Enrolment (CoE) duration has been affected. You should contact the Department of Immigration and Citizenship (DIAC) on 131 881 regarding the implications on your student visa.

In some cases, you may be eligible for a refund of fees paid to VUI. You can apply for a refund of fees paid by completing a Refund of International Student Fees form available online at www.vu.edu.au/courses/fees-and-scholarships/refunds/international-refunds

1. PERSONAL DETAILS

STUDENT ID:

ARE YOU AN INTERNATIONAL ONSHORE STUDENT? YES NO

ARE YOU A SPONSORED STUDENT? YES NO

FAMILY NAME (AS STATED IN PASSPORT): _____

GIVEN NAME(S): _____

PHONE: _____

MOBILE/CELL: _____

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

Please note: You can update your personal details using Student Connect or by submitting a Personal Details Amendment form (A11).

2. COURSE DETAILS

COURSE NAME: _____

COURSE CODE: _____

CURRENT CoE END DATE: / /

VISA EXPIRY DATE: / /

3. DETAILS OF REDUCED STUDY LOAD OR OVERLOAD

I WISH TO REDUCE MY STUDY LOAD FOR: SEMESTER YEAR

REQUESTED NUMBER OF UNIT(S) TO BE REDUCED

I WISH TO OVERLOAD MY STUDY LOAD FOR: SEMESTER YEAR

REQUESTED NUMBER OF UNIT(S) TO OVERLOAD

REASON FOR REDUCED STUDY LOAD / OVERLOAD:

Additional units (overload) requested to complete course earlier than the expected duration.

Unusual course structure / unavailability of units / pre-requisite units not met (reduce study or overload).

Note: Attach the study plan (required from Faculty / School, including number of units remaining to complete the course) to this application.

Withdraw from units (reduced study load) recommended by Faculty / School as part of an intervention strategy following an Academic Progress Hearing.

Note: Attach the Decision of Academic Progress Hearing stating recommendation for reduced study load and study plan (required from Faculty / School including number of units remaining to complete the course) to this application.

Student is in their final semester and remaining units do not amount to 48 credit points (reduce study load).

Withdraw from units or enrol in additional units (reduce study load or overload) for other compassionate or compelling reasons which are beyond the control of the student.

Note: Attach documented evidence required (e.g. from a doctor, professional counsellor or sponsor) and / or a personal letter to this application.

4. FACULTY / SCHOOL RECOMMENDATION (OFFICE USE ONLY)

To be completed by relevant faculty/school staff (e.g. program manager/course coordinator or supervisor). Please note: As required by the National Code 2007, international students must be in a position to complete their studies within the expected course duration. A reduced study load/overload can only be granted in the limited circumstances outlined on this form. For further details email vucompliance@vu.edu.au

FACULTY/SCHOOL STAFF NAME:	PHONE (EXT):
FACULTY/SCHOOL STAFF TITLE:	
FACULTY/SCHOOL STAFF SIGNATURE: X	DATE: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
WILL THE DURATION OF THE STUDENTS COURSE BE AFFECTED?: <input type="checkbox"/> YES <input type="checkbox"/> NO	STUDENTS EXPECTED COURSE END DATE: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
SUPPORTING EVIDENCE PROVIDED FOR STUDENTS AT RISK OF MAKING UNSATISFACTORY PROGRESS? (FOR EXAMPLE: STUDY PLAN)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

5. STUDENT DECLARATION

I declare the information on this form provided by me is true and completed in full. I have obtained Faculty / School recommendation for my application and have attached all supporting evidence as required. I am aware that approval of this application may effect my student visa and I should contact DIAC on 131 881 for further information.

STUDENT SIGNATURE: **X** _____ DATE: / /

6. SUBMIT THIS FORM

Submit this form in person with any required supporting evidence or documentation in person to any of the Student Service Centres or International Office locations as outlined below. You can also send by fax or electronically (including scanned documents).

STUDENT SERVICE CENTRES	INTERNATIONAL OFFICES	POST THIS FORM TO:	EMAIL THIS FORM TO:	CONTACT VU INTERNATIONAL
City Flinders City King Footscray Nicholson Footscray Park Melton	Newport St Albans Sunshine Werribee	City Flinders Campus VUHQ Ground Floor, 300 Flinders Street Melbourne, Australia	Victoria University International City Flinders Campus PO Box 14428 Melbourne Victoria 8001 Australia	vucompliance@vu.edu.au Phone: +61 3 9919 1164 Fax: +61 3 9919 1466 Web: www.vu.edu.au/international
	Footscray Park Campus Building M, Level 1, Room 109 Ballarat Road, Footscray Park			

6. VICTORIA UNIVERSITY INTERNATIONAL APPROVAL (OFFICE USE ONLY)

This section must be authorised by a Victoria University International (VUI) Compliance Officer. VUI Compliance are situated at Level 3, 301 Flinders Lane, Melbourne.

HAS THE REDUCED STUDY LOAD OR OVERLOAD BEEN APPROVED: YES NO

DOES THE APPLICANT'S CoE HAVE THE CORRECT END DATE?: YES NO

VUI COMPLIANCE OFFICER NAME: _____ PHONE (EXT): _____
VUI COMPLIANCE OFFICER TITLE: _____
VUI COMPLIANCE OFFICER SIGNATURE: **X** _____ DATE: / /

7. STUDENT SERVICE CENTRE/ ADMISSIONS AND ENROLMENTS (OFFICE USE ONLY)

VUI Compliance to forward this form to a Student Service Centre (SSC) or International Office. SSC/AES to process following VUI Compliance authorisation.

PROCESSED BY (NAME): _____ DATE: / /

PRIVACY STATEMENT

Victoria University is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic). Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. You are entitled to access personal information that Victoria University holds about you. Please refer to the University's Privacy Policy for further details. This policy can be accessed at www.vu.edu.au/privacy