



# REDUCED STUDY LOAD OR OVERLOAD FOR INTERNATIONAL STUDENTS EXCLUDING EXCHANGE AND STUDY ABROAD STUDENTS (A98)

This form should be completed by international onshore students who wish 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 the TAFE handbook.

Further information on completing and submitting this form is on page 2.

## PART A: STUDENT DETAILS

Student ID number:

Family name:

Given name:

Primary phone (including area code):  Update your contact details on MY VU ([www.myvuportal.vu.edu.au](http://www.myvuportal.vu.edu.au))

Course code:

Course name:

Current eCOE end date:  /  /  Visa expiry date:  /  /

## PART B: DETAILS OF A REDUCED STUDY LOAD OR OVERLOAD

I wish to OVERLOAD my unit(s) of study for: Semester  Year

I wish to REDUCE my study load for: Semester  Year

Reason for reduced study load/overload (please tick box and provide supporting evidence)

- Overload requested to complete course earlier than the expected duration (an overload will only be approved where the University considers that it will not affect your course progress)
- Unusual course structure or subject unavailability (supporting statement required from faculty/school on the reverse of this form)
- Illness, injury, bereavement of family members, or other traumatic experience (documented evidence required, such as from a doctor or registered counsellor)
- Reduced study load recommended by faculty/school to help with academic progress (supporting statement required from faculty/school on the reverse of this form)
- Student is a full-time cooperative education student/ Work Integrated Learning (WIL)
- Student is in their final or second to last semester and may study less than a full time load if this does not change the course completion date as stated on their electronic Confirmation of Enrolment (eCoE)
- Exemptions or fails in units result in the student having less than a full time load (if eCoE extension is needed to repeat failed units, please apply to VU International)
- Other (please specify): \_\_\_\_\_

The duration of my course will be affected (please tick): Yes  No

If yes, indicate new expected course end date (as advised by your faculty/school):  /  /

## PART C: STUDENT AGREEMENT

- The information provided by me is true and correct
- I have read and understand the information overleaf
- I have obtained faculty/school approval for my application
- I have attached supporting documents as required by the form

Student Signature: \_\_\_\_\_ Date:  /  /

