Application to Reduce Study Load for Student Visa Holders Only

INFORMATION

ESSENTIAL INFORMATION

- Under ESOS legislation student visa holders are required to complete their course within the duration specified in their electronic Confirmation of Enrolment (eCOE). Therefore, students are required to enroll in 24 credit points per semester. However, students may apply to reduce their study load in exceptional circumstances. Examples are given in the guidelines below.

- This application MUST be lodged 5 working days before the census date for the unit/s which you elect to discontinue or you will be liable for the relevant fees.

- If your application is approved, you will be withdrawn from the elected unit/s and, if necessary, a new Confirmation of Enrolment (eCOE) will be issued for visa extension purposes.

- If your application is declined, you will be advised the reason for the decline and your options for continuing study in the elected unit/s.

INSTRUCTIONS

1. You must complete this application form and lodge it in person at:
   Faculty of Science Information Office
   Level 2, Carslaw Building
   Hours: Monday-Thursday 10am-4pm, Friday 10am-1pm

2. This application must include original (or certified copy) supporting documentation. The documentation required will depend on your personal circumstances and enrolment request. Please note the decision regarding your application will be based only on documentation lodged with this application.

3. If you wish to retain the original documentation, you must EITHER supply a certified copy OR present both the original and supply a photocopy for the Faculty of Science Information Office to verify. The Faculty of Science Information Office cannot make photocopies.

4. Students will be notified of the decision concerning their application to reduce their study load by the Faculty of Science through an e-mail to their University e-mail account.

APPLICATION GUIDELINES

Students may be eligible to reduce their study load for exceptional circumstances such as:

- Compassionate or compelling reasons which may include:
  - serious illness or injury, where a Professional Practitioners Certificate states that the student was unable to attend classes for more than two weeks at the start of the semester
  - 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

- Due to the structure of the programme, the Faculty is unable to offer a pre-requisite unit

- The Faculty's implementation of the University's Progression Policy has resulted in an assessment that a reduction of study load will support successful completion of remaining units.

- Credit granted from previous studies means a student will complete the enrolled degree on time

- Completion of a Summer/Winter School unit means a student will complete the enrolled degree on time

- Delay in receiving a student visa means a student could not begin on the due commencement date
Students are ineligible to reduce their study load if:

- The application is received after the census date for the unit/s of study elected to discontinue
- The Faculty has implemented an alternative intervention strategy
- It is more appropriate that a student apply for Special Consideration

Applications are not automatically approved. It is at the discretion of the Faculty of Science to decide if circumstances require reduced study load. Decisions are based on the information provided on the application form and the supporting documentation on a case by case basis.

**DOCUMENTATION GUIDELINES**

- Documentation must be submitted together with the form at the time of application.
- Documentation must indicate the exact dates of the event or circumstances and the extent to which this has affected and will affect your ability to successfully complete the unit.
- Documents submitted to support a reduced study load application must be in English or accompanied by a certified English translation.

**EXAMPLES OF CIRCUMSTANCES AND APPROPRIATE SUPPORTING DOCUMENTATION:**

**Illness or accident/ misadventure of applicant or applicant’s relative/ close friend:**

Professional Practitioners Certificate (counselling or medical)*

OR

Hospital discharge papers AND accompanying explanation

OR

Statutory declaration^ which includes:
- Dates of impact
- Name and contact details of practitioner attended. Date and time of attendance at professional practitioner
- Brief statement illness in layperson’s terms and severity

**Death of a relative or close friend, funeral obligations:**

Professional Practitioners Certificate (counselling or medical)*

OR

Death certificate/ newspaper death notice/ funeral service programme AND accompanying explanation

OR

Statutory Declaration^ which includes:
- Deceased’s full name
- Deceased’s relationship to applicant (e.g., grandparent)
- Date of funeral

**Major political upheaval or natural disaster in the home country requiring emergency travel:**

Statutory Declaration^ which includes:
- Details and dates of event in home country
- Impact of event on applicant or applicant’s family/ friends
- Dates of applicant’s travel to and from home country

**Crime perpetrated against applicant or witnessed by applicant:**

Professional Practitioners Certificate (counselling or medical)*

OR

Hospital discharge papers AND accompanying explanation

OR

Police claim number (e.g., for stolen bag/ laptop) AND accompanying explanation

OR

Statutory declaration^ which includes:
- Explanation of incident
- Severity of impact on applicant, including impact on applicant’s assessment commitments
- Date and time of incident

**Other compassionate or compelling circumstances:**

Students should support their applications with documentation appropriate to their circumstances. Each application will be assessed on a case by case basis.

* A Professional Practitioners Certificate (PPC) is to be filled in by a registered medical practitioner or counsellor (from either a private or the on-campus medical/ counselling service). The Faculty may check the authenticity of details provided on a PPC form. Post-dated Professional Practitioners Certificates may be acceptable. Students can download a from the Faculty website or request one from the Science Faculty Information Office.

^ A Statutory Declaration must be signed by the applicant. The signature must be witnessed by a JP. The declaration is equivalent to swearing an oath in court. Serious penalties apply for misleading or untruthful statutory declarations. The Faculty may check the authenticity of details provided on a statutory declaration form.
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APPLICATION

This application should be lodged 5 working days before the census date for the elected unit/s

A: APPLICATION TYPE

I wish to apply to change:
☐ from 24cp enrolment to 21cp or 18cp enrolment
☐ from 24cp enrolment to part-time enrolment

I wish to discontinue the following unit/s of study:
Unit code: ___________ Sem: ___ Year 20__

When do you expect to finish your study? At the end of Sem ___ Year 20__

B: STUDENT DETAILS

Family name: ____________________________ Given name: ____________________________
SID: ____________________________ Telephone: ____________________________ Uni Email: ____________________________

I am a continuing student in the following degree: ____________________________

C: REASON FOR STUDYING FEWER THAN 24 CREDIT POINTS

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<td>☐ I have been identified as failing Progression Requirements, Stage ___</td>
<td>No</td>
<td>FlexSIS no. 3</td>
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<td>☐ I have enrolled or will enroll in Summer/ Winter School and will complete the degree requirements on time.</td>
<td>Yes – degree plan overleaf</td>
<td>FlexSIS no. 6</td>
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<td>☐ I have been granted credit for previous study and will complete the degree requirements on time.</td>
<td>Yes – degree plan overleaf</td>
<td>FlexSIS no. 5</td>
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<td>☐ The faculty is unable to offer a core or required unit. The programme coordinator must complete section D below.</td>
<td>No – BUT complete Section D</td>
<td>FlexSIS no. 2</td>
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<td>☐ I cannot manage the unit/s elected and will fail if I do not withdraw. The unit coordinator must complete section D below.</td>
<td>No – BUT complete Section D</td>
<td>FlexSIS no. 3</td>
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<td>☐ Compassionate or compelling circumstances prevent me from managing the unit/s elected and I will fail if I do not withdraw. The unit coordinator must complete section D below.</td>
<td>Yes – professional documentation AND complete Section D</td>
<td>FlexSIS no. 1</td>
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<td>☐ I am enrolled in the Graduate Diploma and will do 18cp per semester. I do not intend to upgrade to the Coursework Masters.</td>
<td>No</td>
<td>FlexSIS no. 4</td>
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Signed: ____________________________ Date: ___ / ___ / ___

D: CONFIRMATION BY UNIT OR PROGRAMME COORDINATOR

I am the unit/ programme coordinator of the elected unit/course and can confirm that:
☐ the student has missed more than the required 20% of the semester classes/ tutorials/labs to date
☐ is unable to cope with this semester and is likely to fail
☐ the Faculty is unable to offer a core or required unit

Name: ____________________________ Signed: ____________________________ Date: ___ / ___ / ___

E: APPROVAL OR DECLINE BY ASSOCIATE DEAN

☐ I approve ☐ I decline the application:

Comments: ____________________________

Name: ____________________________ Signed: ____________________________ Date: ___ / ___ / ___
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DEGREE PLAN

You must complete your plan in conjunction with handbook degree resolutions. The Faculty of Science handbook can be located online at: [http://sydney.edu.au/handbooks](http://sydney.edu.au/handbooks)

You may find it helpful to complete the planner using one colour for completed units, and another colour for units you intend to do. If you cannot remember the units you have completed, the counter staff at the Faculty of Science can print an internal transcript for you at no charge. If you have not decided on the exact unit, write down your options or the subject area and level (e.g., either BIOL1001 or BIOL1003).

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There is more room below if you are studying part-time or are doing a combined degree:

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Total Credit Points