REDUCED STUDY LOAD APPLICATION

Request to enrol in a less than fulltime study load
International Students Only

Due date for students to submit form to Faculty:
Beginning of semester

PERSONAL DETAILS:			
First Name:		Middle Name:	
Family Name:		USQ Student Number	
Email address:		Phone:	

ACADEMIC PROGRAM DETAILS:					
Program name:		Major (plan):		Program Code:	
Program's registered fulltime load: ☐ 4 ☐ 3		Number of courses completed: Number of courses to complete:			

PERIOD OF RSL: (please select one semester only)				
Year:		☐Semester 1	☐Semester 2	☐Semester 3 (If compulsory)

REASON FOR REDUCED STUDY LOAD REQUEST: Please refer to page 2 for clarification	
☐ Compassionate or Compelling Circumstances	Compassionate or compelling circumstances could include serious medical, personal or other circumstances beyond your control and which have or will have had an impact on your course progress or wellbeing. You must provide supporting documentation explaining your circumstances in either a **USQ Medical Certificate** or **letter from counsellor**. Refer to page 2.
☐ Academic Difficulties	You must attached a completed **Academic Intervention Strategy** *In most cases, you will have been placed on Conditional Academic Standing as a result of your GPA falling below 3 for undergraduate programs and 3.5 for postgraduate.*
☐ Studied or studying courses in Semester 3	A **study plan** must be completed which demonstrates that the program will still be completed by the CoE end date. Refer to page 2.
☐ Course/s not available	Core or pre-requisite course/s not available in this study period.

STUDENT DECLARATION:

I have read the information on page 2 of this form and understand that the granting of a reduced study load may be extending the length of my program. I understand an extension to my program length, may result in additional costs I incur for tuition fees, living expenses, OSHC, visa medicals and student visa extension. I understand any information provided by me may be divulged to the Department of Immigration & Citizenship (DIAC) and Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE), as required by law, if requested. I understand I will be notified by email of the Faculty's decision. I am not permitted to drop courses unless the Faculty approves this request.

USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment and associated USQ services. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organization who provides sponsorship to you for your studies, without your consent unless required by law.

Date:		**Student's Signature:**

FACULTY PROGRAM COORDINATOR RECOMMENDATION:

I have read and understand the Education Services for Overseas Students (ESOS) Act 2000 and National Code 2007 . The reduced study load application has been approved in accordance with the above mentioned legislation.

Date assessed		Approval granted:	☐ Yes ☐ No	Date student Notified:	
Faculty Notes:					
Course(s) dropped by faculty:					
Faculty coordinator or Manager's signature:					

Faculty Staff to submit form to Student Support and Retention (B Block) by the end of week 2 of the relevant semester.

Why is the Reduced Study Load form required?

International students on a student visa are required to maintain full time enrolment to complete their program by the end date on their Confirmation of Enrolment (CoE). USQ is required to monitor each student's enrolment load and take appropriate action when students are not going to complete within the expected duration. Failure to maintain full time enrolment in each compulsory semester without compelling circumstances and/or consultation with the university would constitute grounds for cancellation. This may have an immediate effect on your Student Visa.

What is the due date for this form?

Applications must be received by the Faculty program coordinator at least 5 days prior to the last day to drop. Please refer to USQ's important dates.

What reasons can I apply for a Reduced Study Load?

Reason	Description	Required Documentation
Compassionate or compelling circumstances	• Serious illness or injury • Bereavement of direct family members • Major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies • Severe trauma	USQ Medical Certificate outlining illness, disability or injury. Letter from counsellor detailing personal circumstance
Academic Difficulties	In most cases, students experiencing academic difficulties will have been placed on Conditional Academic Standing as a result of their GPA falling below 3 for undergraduate programs and 3.5 for postgraduate. Students who are experiencing academic difficulties are encouraged to complete AWARE to identify strategies to assist you to improve your academic performance.	Students applying for a reduced study load due to academic difficulties must have a completed Academic Intervention Strategy detailing how reducing your study load will assist with your academic progression.
Studied or studying courses in Semester 3	Students may choose to complete available courses Semester 3. Students may take a reduced study load in a compulsory study period, Semester 1 and / or 2 providing they complete courses in Semester 3. A reduced study load will not be approved where the student will not complete their course within the CoE end date.	A study plan must be completed and signed by the Faculty program coordinator. It must outline that appropriate courses are available for study in the third Semester and that the program will still be completed by the CoE end date.
Course/s not available	There may be instances where a core course is not available to study in a particular semester and there are no other course options available. This can be as a result of studying outside the recommended enrolment pattern or pre-requisite courses.	Details of course/s not available to be entered in Faculty notes in approval section of form.

Addition Information

Forms:
USQ Medical Certificate: http://www.usq.edu.au/current-students/learning-support/forms
Academic Intervention Strategy: http://www.usq.edu.au/current-students/learning-support/forms
Study Plan: http://www.usq.edu.au/current-students/learning-support/forms

Websites:
USQ's important dates: http://www.usq.edu.au/handbook/current/impdates.html
AWARE: http://www.usq.edu.au/aware/
Education Services for Overseas Students (ESOS) Act 2000: http://www.comlaw.gov.au/Series/C2004A00757
National Code 2007: https://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx

Study Plan

Supporting Documentation for Reduced Study Load

International Students only

PERSONAL DETAILS:			
First Name :		Last Name:	
USQ Student Number:		Email address:	
Mobile:		Phone:	

ACADEMIC PROGRAM DETAILS:			
Program name:		Major (plan):	
Program Code:		Current CoE End Date:	
Number of courses left to complete in program		Program end date (based on this study plan):	

STUDY PLAN for the duration of remainder of study (year/s): 20__ to 20__		
20__ Semester 1	**Semester 2**	**Semester 3**
20__		
20__		

STUDENT DECLARATION:			
I understand that the reduced study load application has been approved on the basis that I complete supplementary courses as detailed in this study plan. I understand that there may be cases where my Confirmation of Enrolment (COE) is not extended where I have not satisfied to completion of supplementary courses.			
USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment and associated USQ services. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organization who provides sponsorship to you for your studies, without your consent unless required by law.			
Student's Signature:		**Date:**	
Faculty Approval Signature		**Date**	