

# REQUEST TO ENROL IN LESS THAN FULL TIME LOAD

## International Students only.

International students on a student visa are required to maintain full time enrolment to complete their degree within the CRICOS registered program duration. Failure to maintain full time enrolment in each compulsory semester may have an immediate effect on the Student Visa and a long term effect on any Permanent Residency application.  
 Students must be enrolled in a full-time load in the current semester. Only applications to DROP courses will be considered.  
 Applications must be received by the Faculty program coordinator at least 5 days prior to the last day to DROP.

**REASON FOR APPLYING FOR A REDUCE STUDY LOAD IN THE CURRENT SEMESTER:**

- Medical / Psychological reasons. Attach a USQ Medical Certificate completed by a registered Doctor / psychologist.
- Extenuating personal circumstances. Attach a written statement, with supporting evidence (if possible) as to:
  - Date your personal circumstances began or changed
  - How the circumstances affect your ability to study
  - When it become apparent that you could not continue studying a full time load
- At risk of not meeting academic progression requirements:
  - GPA at or below 3.0 undergraduate and 3.5 postgraduate students
  - Failure of 50% or more of previous semester courses
- Final semester Under-enrolment is allowed in the final semester only. Students do not need to submit this form.

**PERSONAL DETAILS:**

USQ Student Number:

Title:                     Mr         Mrs         Miss / Ms         Other: (Please specify): \_\_\_\_\_

Student Family Name:

Student Given Name:

Email address:

**ACADEMIC PROGRAM DETAILS:**

Program name: \_\_\_\_\_ Program code: \_\_\_\_\_

Major (Plan) \_\_\_\_\_ Program's registered full time load:  4         3

Courses completed: \_\_\_\_\_ Courses to complete: \_\_\_\_\_

**REDUCED LOAD REQUEST:**

Year:                     Semester 1                     Semester 2         Semester 3 (If compulsory)

Number of courses requested to study this semester.  4     3     2     1

Reason as to why you should be permitted to undertake less than a full time load in the current semester:

I have read the notes at the top 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 Dept of Immigration & Citizenship, Dept of Education, Science & Training and Dept of Education & the Arts, 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.

Students signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FACULTY PROGRAM COORDINATOR RECOMMENDATION:**

Final Semester     RPL     Extenuating Medical Reasons     Extenuating personal reasons     Other: \_\_\_\_\_ -

Date assessed \_\_\_\_\_ Approval granted:  Yes  No                    Notified student: \_\_\_\_\_

Dropped course/s: \_\_\_\_\_

Faculty coordinator or Manager's signature: (not required if forwarded by email)

**RECOMMENDED ACADEMIC SUPPORT / INTERVENTION STRATEGY:**

- |  |  |
|--|--|
| <input type="checkbox"/> Lecturer consultation                                   | <input type="checkbox"/> Other:  |
| <input type="checkbox"/> Learning & Teaching Support Unit                        | <input type="checkbox"/> AWARE – Academic Warning & self Reflection Exercise Program |
| <input type="checkbox"/> Student Services – International – Personal Counselling | <input type="checkbox"/> Student Services – Strategies for success workshop          |

**FORWARD TO:** Student Support –B block, Toowoomba campus or by [email](mailto:student.support@usq.edu.au) within 14 days of a decision.