

Request for a Reduction of Study Load

UniSA international students applying to reduce their study load – for staff use only

This form is to be completed by UniSA staff only and is not to be used for Higher Degree by Research Students. Forms for HDR students can be found at <https://i.unisa.edu.au/students/research-students/student-forms/>

Please note that completion of this form does not guarantee that the student's request for a reduction of study load will be granted. The student should remain enrolled according to their current study plan until a reduced study load has been approved.

Approval must be granted by a Student Adviser (International), in consultation with the student's Program Director.

Once the request for a reduction of study load has been approved, the form, along with approved CoE Request and updated Study Plan, will be forwarded to Campus Central and Quality & Compliance to be placed on the student's file.

Part A: Student's personal details

Student ID:

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Contact No:

Date of birth:

Program details:

Program code:

Program title:

Sponsorship / Registration Board:

Is the student a Sponsored student?

Yes No

Name of Sponsor:

Part B: Reduction of Study Load

International students are eligible for a reduction in study load only if there are compassionate or compelling reasons (eg. illness). A Medical certificate or other supporting documentation must be attached.

In which Study Period does student request to undertake a reduced study load?

Study Period _____

Year _____

In which course(s) does the student wish to remain enrolled?

Course code(s) and name(s)

Reason for reduction of study load:

This form must be submitted along with completed [CoE request form](#) and updated Study Plan

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Part C: Student Adviser (International) Approval – Student Engagement Unit		
Approval on the basis that compassionate/compelling circumstances exist:	<input type="checkbox"/> Granted	<input type="checkbox"/> NOT Granted
CoE request form and Study Plan completed:	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Approval provided by Program Director	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval obtained from UI Government Sponsorships:	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
UI Government Sponsorship contact name:	Date:	
Student Adviser (International) name:		
Student Adviser (International) signature:	Date:	

Part D: Campus Central	
<input type="checkbox"/> Form fully completed	<input type="checkbox"/> Email copy of student correspondence to PD
<input type="checkbox"/> Notify student RSL & CoE forms received	<input type="checkbox"/> Approved Reduction of Study Load form placed on student's file and/or Service Cloud
<input type="checkbox"/> Withdrawn from courses	<input type="checkbox"/> Comment added to Medici
<input type="checkbox"/> Tuition fees recalculated	<input type="checkbox"/> Approved Reduction of Study Load form placed on student's file
<input type="checkbox"/> Expected Grad term)	
Date received:	Date processed:
Received by:	Processed by: