

Please forward to International, Melbourne Polytechnic, 77 St Georges Road, Preston VIC 3072 Australia or email to international@melbournepolytechnic.edu.au

1. STUDENT AND COURSE DETAILS

Student Number

Family name Given names

Course name Course code

2. REASON FOR REDUCED STUDY LOAD

Refer to Melbourne Polytechnic *International Students Completion of Studies within the Expected Duration Policy* for acceptable reasons to reduce study load.

Academic Reasons

- Units/subjects not available – subject not on offer, unavoidable timetable clash etc.
- Completing course - final units to complete course are less than a full time load.
- Other academic reasons (give details)

Compassionate or Other Reasons – supporting documentation must be supplied

- Student is not holding a student visa
- Illness, disability or injury (medical certificate is required)
- Other circumstances

Intervention Strategy

- Reduced study load is part of an intervention strategy

3. STUDENT DECLARATION – STUDENT VISA HOLDERS ONLY

I certify that all information, including supporting documentation and certificates is correct.

In signing this application I acknowledge that I am aware that by reducing my full time study load I may not be able to complete my course within the time frame as specified on my Confirmation of Enrolment (CoE). I acknowledge that this could have visa implications.

Melbourne Polytechnic recommends that you should consult with a registered migration agent if you are unsure of the possible visa implications.

Student Signature

Note: A parent or legal guardian must also sign if student is under 18 years of age.

4. APPROVAL – to be completed by Head of Program / Head of Department

- APPROVED** – The student’s final semester of study in this course is now scheduled to be
- NOT APPROVED** (state reasons)

Name Signature Date

Checklist

- Attach copy of student’s enrolment details
- Send a copy with attached enrolment details to Melbourne Polytechnic, International