

This form is for international onshore students on a student visa (excluding exchange and study abroad students).

As part of the student visa conditions, Victoria University (VU) monitors the course progress of students to ensure they can complete their course requirements within the specified course duration as per their Confirmation of Enrolment (CoE). To meet this requirement, students are expected to study a full load (48 credit points) in each half year period (i.e. January to June or July to December). Students who are in their final study period with less than 48 Credit Points remaining in their course of study are not required to apply for a reduced study load.

Sponsored students are encouraged to contact their sponsor to advise them of the reduction in study load. This is important because reducing the study load may impact the financial guarantee amount and duration that has been agreed to by the student's sponsor and the University. An unauthorised reduced study load may result in the sponsor refusing to cover costs for study periods not agreed to.

To reduce the study load, students must seek College recommendation and permission from the Enrolments team, by completing and submitting this application form. Until the application has been approved in writing, the student must attend all classes, submit assignments, participate in all unit related activities including exams and pay all course fees by the due date for the relevant study period. The application will be rejected if any tuition fees are outstanding. An outcome letter will be issued to the student within five working days and emailed to their VU student email account.

Reduced study load reasons

The University can only approve a reduced study load in special circumstances that are deemed to be beyond the student's control.

Please note: All documents must be originals or certified copies and in English. Documents issued in a foreign language must be translated by a registered translator or interpreter

Reason	Examples include (but are not limited to):	Evidence
Compassionate and compelling circumstances	Serious illness or injury (diagnosed)	Detailed medical certificate outlining severity of illness, expected duration, plan for recovery and impact on studies, or other official supporting documents, such as a letter or report from a psychologist or a counsellor
	Bereavement of an immediate family member (parent, spouse, sibling, child)	Death certificate
	Involvement in a traumatic experience (being the victim of a crime or the witness of a serious incident)	Police report
	Political upheaval or natural disaster in one's home country requiring emergency travel	Notification from the Department of Foreign Affairs and Airline ticket
Course structure	Failed pre- or co-requisite unit and unit is not run in the current study period	Recommendation from the College and study plan
	Unit is cancelled and too late to pick an equivalent unit	
	Major/core unit is not available	
Unsatisfactory progression	Failed 50% or more units or failed a unit more than twice	Academic Action Plan

How to submit

This application can be submitted in person at any VUHQ or emailed to the Enrolments team via [ASKVU \(askvu.vu.edu.au\)](mailto:askvu.vu.edu.au).

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

1. PERSONAL DETAILS

Student ID Given names

Family name (as stated in passport)

Are you an international onshore student? Yes No Are you a sponsored student? Yes No

Visa expiry date

2. COURSE DETAILS

What VU course are you currently enrolled in?

Course title Course code

Campus

3. STUDY LOAD REDUCTION

Must be completed by the College.

Please select the reason for reducing the study load.

Compassionate and compelling circumstances Course structure Progression

Units to be withdrawn:

Unit code	Unit title	Study period	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. STUDENT DECLARATION

- I declare the above information provided by me is true and completed in full.
- I have obtained College recommendation and have attached all supporting documentation.
- I understand that reducing my study load may have implications on my student visa and I should contact the Department of Home Affairs on 131 881 for further information.
- I have read the Privacy Policy and I agree to abide by the regulations and policies of VU.

Signature

Date

OFFICE USE ONLY**College recommendation (College staff to complete)**Name Title Comments Will the duration of the course be impacted? Yes No Student expected course end date Study plan provided? Yes No**Signature****Date****Enrolments team staff member to complete**Is the application approved? Yes NoName **Signature****Date****PRIVACY STATEMENT**

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

CONTACT US

If you have any questions, you can access **ASKVU** (askvu.vu.edu.au), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ◆ City Campus
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee