



Reduced Study Load (RSL) for Student Visa holder

A How-to Guide for Reduced Study Load application

Student Visa holder's study load requirements

As an international student on a student visa, you must undertake full-time study load and complete your course by the end date of your Confirmation of Enrolment (CoE). You must enroll in a full-time study load every compulsory session (i.e. 40 credit points in Autumn/1H, Spring/2H or 20 credit points in a Quarter teaching session. College students usually have 40cps per term but maybe 30cps due to the course structure.)

You do not need to seek permission to study less than the full-time load if you are in your last study session.

Some students, however, have academic or extenuating/medical reasons that prevent them from enrolling in full-time study.

Important:

- **Students who have a 'Conditional Enrolment' and are enrolled in fewer than 30 credit points must apply for reduced study load, as well as College students on 'Conditional Enrolment', studying less than 20 credit points.**
- **It is recommended that you should apply as early as possible but not earlier than the grades release date of the previous semester. RSL applications must be submitted by [Census date](#) of the current session. Any application lodged after census will not be considered.**
- **Reducing your study load may have an impact on your CoE and Visa as your course end date might change. If you are unsure about your CoE and Visa implications, it is important that you discuss it with a Student Welfare Officer.**

What do academic and extenuating/medical reasons mean?

| Academic reasons | Extenuating/Medical reasons |
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| <p>Academic reasons can include, but are not restricted to, the following:</p> <ul style="list-style-type: none"> • A unit necessary for course completion is not available (not offered). • A timetable clashes. • Advanced Standing is being processed. • A unit required for course completion is not available on the home campus. | <ul style="list-style-type: none"> • Extenuating circumstances which are out of your control (e.g. serious illness, a traumatic experience, bereavement, emergency travel). • You must be able to prove that this circumstance affected you personally, and the impact is extensive enough to prevent you from studying a full-time load for the relevant teaching session. |

How do I apply?

| Academic reasons | Extenuating/Medical reasons |
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| <ul style="list-style-type: none"> • Complete the Reduced Study Load application form • Meet with your Director of Academic Program (DAP) or Academic Course Advisor (ACA) to discuss study plans and seek approval. Visit Schools page or refer to the previous page for contact details of your Director of Academic Program (DAP) or Academic Course Advisor (ACA). International College Student contact International College on 9685 9673 or 96859860, or email at WSUIC@westernsydney.edu.au for further guidance. • Submit your approved reduced Study Load application form to | <ul style="list-style-type: none"> • Complete the Reduced Study Load application form • Prepare supporting document Refer to What is acceptable supporting documentation page to help you prepare relevant documents. • Go to Online Request Form to apply <p>NOTE: If unsure, please make an appointment with a Student Welfare Officer <u>before</u> submitting the request form to discuss your extenuating circumstances welfareservice@westernsydney.edu.au</p> |

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| <p>Student Central at studentcentral@westernsydney.edu.au</p> | |
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What happens next?

- If you applied for RSL, the application process may take up to 10 working days.
- You must remain enrolled in a full-time study load and attend all classes until you receive an email with application outcome via your student email. If your application is successful, you can make a necessary adjustment in your My Student Record (MySR) according to the outcome of your application.
- If your CoE needs to be extended, a new CoE will be sent to you via email by Student Central.
- If your student visa expires before you complete your course requirements, you must lodge a new student visa application. You can check your student visa end date on the Visa Entitlement Verification Online (VEVO) found on the Immigration webpage.
- If you require further information regarding your visa you can contact the Department of Home Affairs (Immigration) on 131 881 or visit <https://www.homeaffairs.gov.au/>

**Student Welfare Service can be contacted on 1300 668 370 or via email
welfareservice@westernsydney.edu.au**