



Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X).  
Read the important information on page 2 before completing this form.  
Please ensure supporting documentation for section 2 is attached to this application at time of lodgement.  
It is your responsibility to make any changes to your enrolment detailed below via MySR.

### 1 - PERSONAL DETAILS

Student ID number  Daytime contact phone number

Title  Family name

Given name(s)

Course code  Course name  Teaching session (including year)

Visa type  Visa expiry date

### 2 - REASON FOR REDUCED STUDY LOAD

If you are requesting a reduced load for academic reasons you will need to have this form signed by your Director of Academic Program (DAP). For extenuating circumstances, take this form directly to your Student Welfare Office along with any supporting documentation. Once signed, take this form to a SEIS International Liaison Officer (SILO) at Student Central.

| Academic reasons<br>(must be completed by your DAP)   | Extenuating circumstances*<br>(must be completed by the Student Welfare Service)  |
|---|---|
| <input type="checkbox"/> Units not available<br>(eg. units not on offer, timetable clash etc)<br><br><input type="checkbox"/> Other academic reasons (give details) | <input type="checkbox"/> Medical<br><br><input type="checkbox"/> Other extenuating circumstances<br>*Supporting documentation must be supplied. |

Student is approved to enrol in  units. Expected completion date

DAP or Student Welfare Service  NAME  SIGN HERE  Date

### 3 - SEIS INTERNATIONAL LIAISON OFFICER (SILO) TO COMPLETE

Visa implications have been explained and the student has been advised how to obtain a new Confirmation of Enrolment (CoE) if necessary.

SILO name  NAME  SIGN HERE  Date

### 4 - DECLARATION AND SIGNATURE

I declare that I have read and understood the instructions on page 2. Once approval has been given, I understand that I need to change my enrolment in MySR before the relevant census date. I understand that, if necessary, I need to obtain a new Confirmation of Enrolment (CoE) from Student Central.

Student's signature  SIGN HERE  Date

Date received

# IMPORTANT INFORMATION FOR STUDENTS AND STAFF

---

## Varying your enrolment

Once your application to study a reduced load has been approved, you are required to make the necessary changes to your record through MySR.

## Who should use this form?

You should use this form if you are studying in Australia on a student visa and want to enrol in less than the normal full time study load of 40 credit points in Autumn/1H, Spring/2H or 20 credit points in a Quarter teaching session because of either academic reasons or extenuating circumstances.

Students who have a 'Conditional Enrolment' and are enrolled in fewer than 30 credit points must complete this form.

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

## What are academic reasons?

Academic reasons can include, but are not restricted to, the following:

- a unit necessary for course completion is not available (not offered)
- timetable clash
- Advanced Standing is being processed
- a unit necessary for course completion is not available on home campus
- the student's approved study load prior to 1 July 2007 would lead to the student being unable to complete within the expected duration (staff will need to have evidence that the student was following the provider's course advice) (DEST ESOS National Code Guide - <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>)

## What are extenuating circumstances?

Extenuating circumstances are those which are out of your control. 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.

These are generally beyond the control of the student and have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness, disability or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies or
- a traumatic experience which could include involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime when this has impacted on the student. Such cases should be supported by police or psychologists' reports
- other exceptional cases - students whose circumstances are outside the ones listed above should seek assistance from the Student Welfare Service ([westernsydney.edu.au/welfareservice](http://westernsydney.edu.au/welfareservice)) or other professional services and attach supporting documentation obtained from them

## Limit on external units

Student visa holders in Australia can study up to 25 percent of their course by online and/or distance learning but in each compulsory study period each student must be studying at least one unit that is not by distance or online mode.

## More information and Western Sydney University policies

The enrolment and progression rules are explained on the University's website:

- Enrolments: [westernsydney.edu.au/enrolments](http://westernsydney.edu.au/enrolments)
- Progression: [westernsydney.edu.au/progression](http://westernsydney.edu.au/progression)

Western Sydney University policies on enrolment and academic progression can be found on the University's website at [westernsydney.edu.au/policy](http://westernsydney.edu.au/policy) under the subheadings 'Enrolment policy' and 'Progression and Unsatisfactory Academic Progress policy', respectively.

Information on the ESOS National Code requirements can be found at:

- <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>
- [westernsydney.edu.au/esos\\_nationalcode](http://westernsydney.edu.au/esos_nationalcode)

## Lodging the form

You must take this form to Student Central along with any supporting documentation. If approved, please contact Student Central about obtaining a new 'Confirmation of Enrolment' if required.