



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 program by the end date of your Confirmation of Enrolment (CoE). [See Enrolment Policy items 35-38.](#)

Specifically, international students on a student visa must enroll in a full-time study load every compulsory term (i.e. 40 credit points in Autumn/1H, Spring/2H or 20 credit points in a Quarter teaching term. College students usually have 40cps per term but maybe 30cps due to the program structure.)

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

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

Important:

- **Reducing Study Load is a temporary support measure we can put in place to help you get back on your feet. It is important that you access support services and have a plan to return to full-time study**
- **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 application must be submitted by [Census date](#) of the current term [via WesternNow](#). Any application lodged after census will not be considered.**

- **Reducing your study load may have an impact on your CoE and Visa as your program 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
<p>Academic reasons can include, but are not restricted to, the following:</p> <ul style="list-style-type: none">• A subject necessary for program completion is not available (not offered).• A timetable clashes.• Credit for Prior learning is being processed.• A subject required for program 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 term.

How do I apply?

<p>Academic reasons</p> <ul style="list-style-type: none">• Complete the Reduced Study Load application form via WesternNow• Taking reduced study load could impact your future enrolment. If you are unsure about your enrolment, we encourage you to speak with your Director of Academic Program (DAP) or Program Advisor before submitting the application. Visit Schools page or refer to the previous page for contact details of your Director of Academic Program (DAP) or Program Advisor. <p><i>International College Student contact International College on 9685 9673 or 96859860, or email at WSUIC@westernsydney.edu.au for further guidance.</i></p>	<p>Extenuating/Medical reasons</p> <ul style="list-style-type: none">• Prepare supporting document Refer to What is acceptable supporting documentation page to help you prepare relevant documents.• Complete the Reduced Study Load application form via WesternNow <p>NOTE: If unsure, please make an appointment with a Student Welfare Officer before submitting the request form to discuss your extenuating circumstances. To book an appointment, please send an welfareservice@westernsydney.edu.au or call 1300 668 370 (option 4 then 1) +61 2 9685 5199 (from overseas)</p> <p><i>International College Student contact International College on 9685 9673 or 96859860, or email at WSUIC@westernsydney.edu.au for further guidance.</i></p>
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What happens next?

- The application process may take up to 10 working days. Please note incomplete application may be declined.
- You must remain enrolled in a full-time study load and attend all classes until you receive an email with application outcome via WesternNow. 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 you need new CoE in order to extend your study visa, please submit [CoE extension request](#) via WesternNow.

- If your student visa expires before you complete your program 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 (option 4 then 1) or +61 2 9685 5199 from overseas, or via email welfareservice@westernsydney.edu.au