

Submission of this form

Email your completed form as an attachment to studentsupport@murdoch.edu.au. Alternatively, you may submit the hard copy form at the Student Centre. You will be advised of the outcome of your application via your email address recorded in MyInfo.

The Student Centre
Murdoch University
1300 687 3624
studentcentre@murdoch.edu.au

Financial hardship -You are not eligible for a reduced study load. Please consider:

- Tuition Fee Payment Plan
- Approved Leave/Intermission of Study

Personal Details

Student Number		Course	
<input type="text"/>		<input type="text"/>	
Title	Given Name	Course Completion Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Surname		Visa End Date	
<input type="text"/>		<input type="text"/>	

SECTION A: Reason for request. Please tick only ONE.

Please note that if you are in your final semester of study you **DO NOT** need to complete this form. Please ensure that you have requested a graduation check and email the result from this grad check to studentsupport@murdoch.edu.au.

Reason for Request	<input checked="" type="checkbox"/>	Action
Serious personal issues (Compelling and compassionate circumstances. Does not include financial issues, culture shock, homesickness or pregnancy.)	<input type="checkbox"/>	A Student Engagement Advisor will contact you to arrange an appointment for a confidential discussion.
Unit availability due to course structure or advanced standing issues	<input type="checkbox"/>	Please get a unit enrolment plan for the duration of your course signed by your Academic Chair (see pages 3 and 4).
Enrolment in another study period (winter, summer, etc.)	<input type="checkbox"/>	Please get a unit enrolment plan for the duration of your course signed by your Academic Chair (see pages 3 and 4). This study plan must show that you can complete your course in your current CoE and visa time frame.
Academic (If you did not pass more than 50% of your enrolment load in the last semester, or in the last two semesters.)	<input type="checkbox"/>	Please get a unit enrolment plan for the duration of your course signed by your Academic Chair (see pages 3 and 4). If eligible, you will be placed on an <u>Intervention Strategy</u> prior to application approval (see page 2).

SECTION B: Student Declaration

Given Name/s	Surname
<input type="text"/>	<input type="text"/>

I confirm and acknowledge the following:

- The information provided on this form and any attached document (including the study plan) is true and correct
- I am required to meet all course requirements within the stipulated CRICOS registered course timeframe as per the ESOS Act 2007
- I am already enrolled in 12-credit points for the semester, and will not withdraw from any units unless I receive an email approving my reduced study load request
- It is my responsibility to seek approval and/or advice if my enrolment varies from the approved study plan
- A change in the course end date may result in a request for a visa extension and additional costs involved

Signature	Date
<input type="text"/>	<input type="text"/>

Am I eligible to apply?

Under Part D Standard 8 of the ESOS National Code, you may reduce your study load for one of the reasons outlined in points 1 to 4 below. <https://internationaleducation.gov.au>

The information needed to assess a request for reduced study load will depend upon which of these reasons apply to your circumstances. We can never approve Reduced Study Load for financial reasons or to reduce fee payments. Additionally, pregnancy does not qualify as a “compelling or compassionate” reason unless there are other medical issues associated with the pregnancy. Reduced Study Load will not be accepted if as a result you will require a CoE extension.

1 – I have studied, or will study, extra units in another period

If you have studied, or intend to study, units during other teaching periods (winter or summer), you may be eligible for Reduced Study Load.

2 – I have less than 12 points in my final semester to complete my course

If you are in your final semester of study and need less than 12 credit points to graduate, please ensure you have requested a graduation check and email the result to studentsupport@murdoch.edu.au

3 – My core units are unavailable and I can't take any other non-core units

If you cannot enrol in 12 credit points due to course restrictions, you may be eligible for Reduced Study Load.

4 – I need a reduced load as part of an Intervention Strategy

An Intervention Strategy is implemented when you have not met satisfactory course progress rules, or are at risk of this.

Reasons for an Intervention Strategy may be:

- You have not passed more than 50% of your enrolment load in the preceding one or two semesters
- You show compelling or compassionate circumstances
- You have been referred by a staff member due to academic or personal concerns

The purpose of an Intervention Strategy is to put an agreement in place with you about the circumstances surrounding your need for Reduced Study Load. This agreed plan will help you succeed in a full-time study load (12 credit points) in the semester after the Intervention Strategy.

If you believe you require an Intervention Strategy, please make an appointment with a Student Success Advisor by emailing advice@murdoch.edu.au.

Where do I find my Academic Chair's contact details?

<http://www.murdoch.edu.au/contacts/academic/>

When can I apply?

You may apply once your semester results have been released. Your Academic Chair will need to see these results to be able to complete your enrolment plan.

Applications are due by 4pm on Friday of Week 2 in the new semester.

How do I submit my application?

Please submit your application, including supporting documents, as an attachment to studentsupport@murdoch.edu.au.

Alternatively, you may submit hard copies at the Student Centre.

What happens to my application after it has been submitted?

Processing your complete application will take up to two weeks. If we require additional information from you, we will send an email to the email address you have recorded in MyInfo. We may also ask that you meet with a Student Engagement Advisor at the Student Centre, to discuss your application.

What happens if I don't enrol in a full-time study load or I withdraw from a unit without telling anyone?

If you are not enrolled in a full-time study load, there will be implications for your student visa. In addition, you may not be able to complete your course on time. This may also impact on any future applications for a CoE Extension.

If you receive certain scholarships, such as the International Welcome Scholarship (IWS), being enrolled in less than a full-time may effect your scholarship eligibility.

SECTION A: Study Plan for courses with a 3 year duration of study -
(please list ALL current and future units to be studied through to course completion)

		Semester 1	Credit Points	Semester 2	Credit Points
1st Year	20__	Unit:		Unit:	
		Unit:		Unit:	
		Unit:		Unit:	
		Unit:		Unit:	
		Summer:		Summer:	
		Winter:		Winter:	
				Credit Points:	
2nd Year	20__	Unit:		Unit:	
		Unit:		Unit:	
		Unit:		Unit:	
		Unit:		Unit:	
		Summer:		Summer:	
		Winter:		Winter:	
				Credit Points:	
3rd Year	20__	Unit:		Unit:	
		Unit:		Unit:	
		Unit:		Unit:	
		Unit:		Unit:	
		Summer:		Summer:	
		Winter:		Winter:	
				Credit Points:	
Total Course Credit Points:					

For courses with a 4 or 5 year duration of study please refer to Section C and D on the following page

SECTION B: Academic Chair signature (The Unit Enrolment Plan MUST be signed by the student and the Academic Chair)

NOTE: Your Academic Chair approves the sequence of units in your enrolment plan; a Student Engagement Advisor decides the outcome of your application.

Student Signature

Date

Academic Chair Name (please print clearly)

Academic Chair Signature

Date

Note for Academic Chairs:

If you have enquiries regarding this form or ESOS compliance for International student visas (sub class 573), please email the Student Engagement Advisors at studentsupport@murdoch.edu.au.

SECTION C: Study Plan for courses with a 4 or 5 year duration of study - (please list ALL current and future units to be studied through to course completion)

		Semester 1		Semester 2	
		Credit Points		Credit Points	
4th Year	20__	Unit:		Unit:	
		Unit:		Unit:	
		Unit:		Unit:	
		Unit:		Unit:	
		Summer:		Summer:	
		Winter:		Winter:	
				Credit Points:	
5th Year	20__	Unit:		Unit:	
		Unit:		Unit:	
		Unit:		Unit:	
		Unit:		Unit:	
		Summer:		Summer:	
		Winter:		Winter:	
				Credit Points:	
Total Course Credit Points:					

SECTION D: Academic Chair signature (The Unit Enrolment Plan MUST be signed by the student and the Academic Chair)

NOTE: Your Academic Chair approves the sequence of units in your enrolment plan; a Student Engagement Advisor decides the outcome of your application.

Student Signature

Date

Academic Chair Name (please print clearly)

Academic Chair Signature

Date

Note (For Academic Chair):

If you have enquiries regarding this form or ESOS compliance for International student visas (sub class 573) please email the Student Engagement Advisors at studentsupport@murdoch.edu.au.