



## Underload application form – International Students

ADM14-V05/12

**This form is to be used by current international students holding a student visa and enrolled at Australian campuses, when applying for underloading.**

***This form is not to be used by Monash College Students.***

### General Information

The Monash University policy on expected completion for students holding a student visa is as follows:  
In order for students to complete their course within the time specified on their electronic Confirmation of Enrolment (CoE) form, international students on a student visa are required to enrol in units with the value of 24 credit points per semester or 48 credit points over the full academic year unless approval to underload is given.

Students who do not obtain approval to underload and who do not complete their course within the duration specified on their CoE, may not be able to extend their course in Australia.

### Approval to Underload

This may be given in the following circumstances:

1. Compassionate or compelling circumstances
  - Students facing illness or exceptional personal circumstances.
  - Course structure, progression rules or unit availability, where students are unable to enroll in units with a value of 24 credit points.
2. Implementation of intervention strategy to assist students at risk of unsatisfactory academic progress:
  - Academic or learning difficulty
  - Faculty enrolment load condition

Application by students for approval to underload is not required for:

- Final semester or final year students completing within their CoE period
- Students enrolled in summer or winter units whose enrolment load including Semester 1 or 2 equates to 24 credit points
- Students who have been put on a condition to reduce their enrolment load from their faculty Academic Progress Committee

### Closing dates

Applications must be submitted to the faculty that manages your course by 31 March for Semester one and 31 August for Semester two. Please check the [Student Information Index](#) to understand the academic and financial implications of withdrawing units.

### Lodgement of applications

**Berwick, Clayton, Gippsland, Parkville and Peninsula, campuses:**

Applications should be submitted with the faculty that administers the course.

### Caulfield campus:

- **Art & Design & I.T. students** – submit to the Student Service Centre
- **All other faculties** – submit directly to your faculty office.

### Supporting Documentation

Applications to Underload will only be considered when supporting documentation is attached.

Compassionate or compelling circumstances

- Medical certificate from medical practitioner and/or
- Statement from a university counsellor/registered psychologist or
- Official statement or document from your home country outlining the circumstances e.g. Government official, medical practitioner

Intervention strategy

- Academic difficulty - statement from appropriate academic (i.e. course leader, unit coordinator) or Learning Skills Adviser-Course Adviser and
- Statement from yourself explaining your difficulty and outlining what help you have sought to improve your performance

### Approval

You must not consider that an application to Underload has been approved until you have received written notification from your faculty.

### Privacy statement

The information on this form is collected for the purposes of assessing your application underloading. If you do not complete all questions on this form it may not be possible for the application to be assessed by your enrolled faculty. You have the right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information please contact the University Privacy Officer at the following email address: [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au)

<b>RECEIVED</b>	
<b>Please retain this copy as proof that your application has been submitted</b>	
<b>Student ID number</b>	_____
<b>Tracking number</b>	_____



### Section A Personal Details

Student ID Number:														
Family name:						Given Names:								
Telephone (BH):														
Course Code:						Course Title:								
Course Managing Faculty								Campus						

### Section B Student/Faculty Request

Applying on grounds of:

**A. Compassionate or compelling circumstances**(e.g. illness where a medical certificate states that the student should enrol in a reduced load or where a pre-requisite unit or compulsory unit is unavailable)

\*Supporting documentation must be attached – see information sheet accompanying this form.

**Explain:**

\_\_\_\_\_

\_\_\_\_\_

**B. Intervention Strategy – academic or learning difficulty**

\*Supporting documentation must be attached – see information sheet accompanying this form.

**Explain:**

\_\_\_\_\_

\_\_\_\_\_

### Section C Requested Period

Underloading requested for: Semester \_\_\_\_ Year \_\_\_\_\_

### Section D Student Declaration

I declare that the information provided by me is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the processing of my application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Section E Faculty approval

Approved -Comments: \_\_\_\_\_

Not Approved – Reasons: \_\_\_\_\_

ESOS notes (Callista) updated

Student advised in writing Date: / /

Nominated Staff Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: / /

Faculty stamp: \_\_\_\_\_