



HEFOR33 REQUEST TO INCREASE STUDY LOAD (International Student)

PART B – STUDENT DETAILS	
Student ID:	
Student First Name/s:	
Student Last Name/s:	
Date of Birth (DD/MM/YYYY):	
USI Number:	
PART C – COURSE INFORMATION	
Course Name:	
PART D – INCREASE STUDY LOAD REQUEST	
Increase Study Load information	<input type="checkbox"/> I request to study five (5) units per semester
Reason for Increase Study Load	
Evidence/ Documentations Provided <i>(Please select what type of evidence you have used to support your request)</i>	<input type="checkbox"/> An overview study plan, e.g. study skill strategies that detail how you will handle the increased study workload and successfully complete all the subjects you are undertaking. <input type="checkbox"/> Previous Semester Statement of Results. <input type="checkbox"/> Other (s): _____

PART E – STUDENT DECLARATION

- I declare that the information provided by me is accurate and complete. By signing this form, I declare that I understand the conditions stated on this form.
- I understand that applying to overload is not considered acceptable grounds to apply for Special Consideration in exams or assessment extensions.
- I acknowledge the request to increase study load impacts on my COE where it is my responsibility to ensure my COE and visa details are updated and correct.

Student Name:	
Student Signature:	
Date:	

OFFICE USE ONLY

STEP 1 – RECEIVING FORM

This section is to be completed by SCEI-HE staff who is receiving the application from the student	<input type="checkbox"/> All required sections completed <input type="checkbox"/> Student signature <input type="checkbox"/> Supporting documents provided
Staff Name:	
Staff Signature:	
Date:	

STEP 2 – ASSESSMENT OF APPLICATION

This section is to be completed by the Course Coordinator/Academic Director and/or delegate who is assessing the application	<input type="checkbox"/> Application Approved <input type="checkbox"/> Application Rejected Reason (s): _____
Staff Name:	
Staff Signature:	
Date:	

STEP 3 – ADMINISTRATION AND STUDENT SUPPORT

This section is to be completed by the Administration Officer and/or delegate who is assessing the application.	<input type="checkbox"/> Student notified in writing <input type="checkbox"/> Student Management System updated <input type="checkbox"/> Notified outcome email, signed form and relevant documents uploaded into Student Management System <input type="checkbox"/> COE Updated
Staff Name:	
Staff Signature:	
Date:	