



Request to Increase Study Load HEFOR33

(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	☐ I request to study five (5) units per semester
Reason for the Increase in Study Load	
Evidence/Documentation Provided (Please select what type of evidence you have used to support your request)	☐ An overview study plan, e.g. study skill strategies that detail how you will handle the increased study workload and complete all the subjects you are undertaking. ☐ Previous Semester Statement of Results. ☐ 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

- ☐ All required sections completed
- ☐ Student signature
- ☐ 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

☐ **Application Approved**

☐ **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.

- ☐ Student notified in writing
- ☐ Student Management System updated
- ☐ Notified outcome email, signed form and relevant documents uploaded into Student ManagementSystem
- ☐ COE Updated

Staff Name:

Staff Signature:

Date: