

APPLICATION FOR REDUCED STUDY LOAD FORM



Complete this form in BLOCK LETTERS.

Information for Students:

Please read the information below before completing the form.

1. Applications for reduced study load can only be approved for one trimester.
2. Applications for reduced study load must be submitted before the commencement of the trimester.
3. A reduced study load can only be granted:
 - For compelling and compassionate reasons; or
 - If the unit/s is/are you need to complete your course is/are not being offered that trimester.
4. A reduced study load will not be granted for:
 - Students undergoing financial difficulty; or
 - Academic 'at risk' status.
5. You are still required to complete your course within the duration stated on your CoE.

PERSONAL DETAILS

Family name:	<input type="text"/>
Given name(s):	<input type="text"/>
Student ID Number:	<input type="text"/>
Course Enrolled:	<input type="text"/>
Email Address:	<input type="text"/>
Contact Number:	<input type="text"/>

REDUCED STUDY DETAILS

Reason for Reduced Study Load: Medical Personal
(Please tick) Other:

Please provide details to support your reason for a reduced study load. Ensure that all relevant documents, including study plan, are attached.

Trimester applied for (Please tick): Trimester 1 Trimester 2 Trimester 3
Year:

STUDENT DECLARATION

Student Signature: Date:

FOR OFFICE USE ONLY

Received by:

Date Received:

Approved

Declined

Reason for Outcome:

Approval Authority:

Date:

PRIVACY STATEMENT

Analytics Institute of Australia collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or unit(s) of study. We may not be able to process your request if you do not provide all the information requested on this form. We may disclose personal information about you in accordance with our Privacy Policy including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you or make a privacy complaint.