Application to Underload - International Students

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

General Information
The Monash College Diplomas policy on full time study 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 (eCOE) form, international students on a student visa are required to enrol in units with the value of 24 credit points per trimester 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 eCOE, 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 enrol 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
   • Monash College Diplomas enrolment load condition

Application by students for approval to underload is not required for:
• Final trimester students
• Concurrent enrolment: International students who are required to undertake a mix of Part 1 and Part 2 units (a minimum of 18 credit points per trimester)
• Students who have been put on a condition to reduce their enrolment load from the Academic Progress Committee

Closing dates
Applications to underload must be submitted by end of Week 3 of each trimester.

Please check the Monash College Diplomas Important Dates flier to understand the academic and financial implications of withdrawing units after these dates.

Lodgement of applications
Applications should be submitted to Student Administration of Monash College Diplomas

Supporting Documentation
Applications to Underload will only be considered when supporting documentation is attached.
Compassionate or compelling circumstances
• Medical certificate from a medical practitioner and/or
• Statement from a Monash University counsellor/registered psychologist or
• Official statement or document from your home country outlining the circumstances e. Government official, medical practitioner

Intervention strategy
• Academic difficulty statement from appropriate academic (i.e. Learning Consultant/Teaching & Learning Team Leader/Associate Director) and
• Statement from yourself explaining your difficulty and outlining what help you have sought to improve your performance

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

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 College Diplomas 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 Monash College Privacy Officer on privacyofficer@mcpl.edu.au

Please retain this copy as a proof that your application has been submitted

Student ID number: __________________________

Staff Signature: __________________________

RECEIVED
Section A: Student Details

Student ID: ________________
Family Name: ____________________________
Given Name(s): ____________________________ Mobile Number: ________________
Email Address: ____________________________ @student.monash.edu
Course Code: __________ Course Title: ____________________________
Campus: ____________________________

Section B: Reason for Request

Applying on grounds of:

☐ 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)
Explain: ____________________________________________________________

☐ Intervention Strategy - Academic or Learning difficulty
* Supporting documentation from a Learning Consultant, Teaching & Learning Team Leader or Associate Director and from student must be attached
Explain: ____________________________________________________________

Section C: Requested Period

Underloading requested for Trimester ____________________________ 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.
Signature: ____________________________ Date: ____________________________

Section E: Monash College Approval

☐ Approved Comments: ____________________________________________________________
☐ Not Approved Reasons: ____________________________________________________________
Staff Member’ Name: ____________________________ Date: ____________________________
Position: ____________________________ Signature: ____________________________

Office Use Only

☐ ESOS Notes (Callista) updated Date: ____________________________
☐ eCOE amended ____________________________
☐ Student advised in writing Date: ____________________________

Processed by: ____________________________ Date: ____________________________

The information on this form is used for the primary purpose of processing your request. Other purposes for collection include: correspondence, administrative matters, statistical analysis, compliance and legislative reporting requirements. If you do not complete all the questions on this form, it may not be possible to process your request. You have the right to access personal information that Monash College holds about you, subject to legislation, by contacting the Monash College Privacy Officer via email privacyofficer@mcpl.edu.au

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