

Application for Reduced Study Load

Conditions to apply:

- ✓ You are Coursework International student visa holder.
- ✓ You must enrol in full-time study load (where possible) until you receive a response to your application.
- ✓ All applications must include supporting documentation. Refer to the [website](#) for required documentations.
- ✓ Additional supporting documentation is required for the courses below:
 - **Sponsored Students** –Confirmation from sponsor to support your request to reduce your study load. Sponsor will need to email their approval to sponsored.student@uts.edu.au
 - **UG Nursing** – Approval and recommended enrolment plan from Course Director. Email Health.Academic.Programs@uts.edu.au
 - **Master of Advanced/Health Services Management** – Approval from faculty. Email Health.Academic.Programs@uts.edu.au
 - **Master of Law** – Approval from Director of Students. Email: Maria.Abertos@uts.edu.au Or Law International Student Liaison Officer. Email: Sara.Dehm@uts.edu.au
 - **Graduate School of Health (Postgraduate Only)**– Approval from Faculty. Email gshadmin@uts.edu.au.
- ✓ Submit your completed application via [My Student Portal](#).
 - Select ASK UTS, then select Enquiry Category and Submit a Form.
- ✓ The outcome can take up to 2 weeks and will be communicated via your application in My Student Portal. Check regularly during the 2-week period.

*Complete all fields on this form

The Half-Year You Are Applying For *You can refer to the [UTS website](#) for definition of each half-year.*

Year		Half-Year	<input type="radio"/> First	<input type="radio"/> Second
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Enrolment Details

How many credit points do you want to enrol in this half-year? _____ credit points

Student Details

UTS Student ID Number

Family Name(s)

Given Name(s)

Visa Expiry

Sponsored Student Yes No

Course Details

Course Code C

Course Name

Reason for Applying *You can refer to the [UTS website](#) for more information.*

Select a reason

Academic difficulties (Academic Caution or Early Intervention)

Compassionate grounds

Enrolment issues

Briefly explain your reason/s for applying for reduced study load below.

*Proposed study plan to ensure you are on track to complete by CoE end date.

Proposed Study Plan				
Please outline how you will complete ALL your remaining enrolled/planned subjects in the table below. Please refer to the UTS Handbook to understand your course requirements, recommended enrolment and pre-requisites.				
Year		Autumn	Spring	Summer (optional)
	Subject Number			
Year		Autumn	Spring	Summer (optional)
	Subject Number			
Year		Autumn	Spring	Summer (optional)
	Subject Number			
Year		Autumn	Spring	Summer (optional)
	Subject Number			

Student Declaration
<p>I, _____, as of _____, declare that:</p> <ul style="list-style-type: none"> • All the information provided by me is true, complete, and accurate. • I understand that this information may be disclosed to the Australian Government and/or other external bodies for the purposes of compliance with the ESOS Act or as otherwise required by law. • I acknowledge that I am not entitled to a refund of any unused portion of my deposit. • I understand that any unused portion of my deposit will be credited to my next enrolled session, where applicable. • I acknowledge that if I withdraw from my course, I am not eligible for a refund of any unused portion of my deposit. • I understand that Reduced Study Load (RSL) approval applies to the relevant one half-year only. • I acknowledge that separate formal approval is required for each subsequent half-

year in which I seek to reduce my study load.

- *I understand that **approval of a Reduced Study Load (RSL)** may result in an **extension of my Confirmation of Enrolment (CoE)** to enable completion of my degree.*
- *I acknowledge that where a CoE extension is required:*
 - *I am **solely responsible** for requesting and obtaining an updated CoE;*
 - *I am **solely responsible** for applying for and extending my **Student visa**; and*
 - *I am responsible for **all costs and fees** associated with the CoE extension and Student visa application.*
- *I acknowledge that RSL approvals are assessed in accordance with **UTS International Student requirements**, the **ESOS Act**, and associated legislative instruments, and that **approval of an RSL does not guarantee Student visa approval.***