

Important information for applicants and staff

Who should use this form

You should use this form if you are studying in Australia on a student visa and want to enrol in less than the normal full time study load of 40 credit points in Autumn/1H, Spring/2H or 20 credit points in a Quarter teaching session because of either academic reasons or extenuating circumstances.

Students who have a 'Conditional Enrolment' and are enrolled in fewer than 30 credit points must complete this form.

You do not need to seek permission to study less than the full time load if you are in your last study session.

What are academic reasons?

Academic reasons can include, but are not restricted to, the following:

- a unit necessary for course completion is not available (not offered)
- timetable clash
- advanced standing is being processed
- a unit necessary for course completion is not available on home campus
- the student's approved study load prior to 1 July 2007 would lead to the student being unable to complete within the expected duration (staff will need to have evidence that the student was following the provider's course advice).
(*DEST ESOS National Code Guide - <http://aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/default.htm>)*)

What are extenuating circumstances?

Extenuating circumstances are those which are out of your control, that is, an unusual, uncommon or abnormal situation occurs for which you are not responsible. You must be able to prove that this circumstance affected you personally and the impact is extensive enough to prevent you from studying a full time load for the relevant teaching session.

These are generally **beyond the control of the student** and have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness, disability or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies or
- a traumatic experience which could include involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime when this has impacted on the student. Such cases should be supported by police or psychologists' reports.
- other exceptional cases - students whose circumstances are outside the ones listed above should seek assistance from UWS Counsellors (www.uws.edu.au/students/ods/counselling-service) or other professional services and attach supporting documentation obtained from them.

Limit on external units

Student visa holders in Australia can study up to 25 percent of their course by online and/or distance learning but in each compulsory study period each student must be studying at least one unit that is not by distance or online mode.

More information and UWS policies

The enrolment and progression rules are explained on the University's website:

Enrolments: www.uws.edu.au/students/stuadmin/enrolments

Progression: www.uws.edu.au/students/stuadmin/prog

UWS policies on enrolment and academic progression can be found on the University's website at:

<http://policies.uws.edu.au> under the subheadings 'Enrolment Policy' and 'Progression and Unsatisfactory Academic Progress Policy', respectively.

Information on the ESOS National Code requirements can be found at <http://aei.dest.gov.au/AEI/ESOS/default.htm> and www.uws.edu.au/about/adminorg/corpserv/pmsc/esos/esosinfo

Lodging the form

You must take this form to your International Student Advisor, along with any supporting documentation. If approved, your International Advisor will issue you with a new 'Confirmation of Enrolment' if required.