



REDUCED STUDY LOAD APPLICATION FORM

INFORMATION FOR INTERNATIONAL STUDENTS

Please read the information below before completing the form.

GENERAL INFORMATION

- You should complete this form if you wish to study a reduced study load in a compulsory semester (semester 1 and 2).
- You may be approved to study a minimum of 3 subjects. If you are unable to study 3 subjects, you will be required to defer your studies by completing the Student Course Deferment or Suspension Form (Continuing Students) or the Student Course Deferment Request Form (New Students).
- A reduced study load will usually only be approved due to extenuating circumstances such as an ongoing illness.
- You should return this form to Student Services (studentservices@aih.nsw.edu.au) along with any supporting evidence.
- You may have to extend your Confirmation of Enrolment (CoE) if approved a reduced study load. This may have an impact on your student visa. You should contact the Department of Immigration and Border Protection (DIBP) for further information.
- If you are approved to study a reduced study load you will be required to go on academic probation. As a condition of your probation you must:
 - attend all classes and submit all assessments by the due date or provide a medical certificate within 3 days if you are unable to do so;
 - meet regularly with your Course Coordinator or delegate and go on a Learning Contract;
 - maintain satisfactory academic progress

Failure to comply with the conditions of your probation could result in your enrolment being canceled. You should refer to the **Student Progression and Exclusion Policy** and associated Procedure.

If you are due to graduate in the next 2 semesters and have a good academic record you will be exempt from going on probation.

Privacy: We recommend that you read the AIH's Management of Personal Information Policy and associated Procedure published on our website [www.aih.nsw.edu.au]

Return this form to:

Australian Institute of Higher Education P/L
Level 3, 545 Kent St, Sydney NSW 2000
Phone +(612) 9020 8050, Fax +(612) 8004 9286
Email [studentservices@aih.nsw.edu.au]

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 and agree to go on academic probation if required.

Signature:

Date:

OFFICE USE ONLY

Received by:

Received date:

Academic Reviewed By:

Date:

Approved

Declined

Diary Note

Form uploaded in Student Management System

**USE BLOCK LETTERS WHEN COMPLETING THIS FORM
AND PLEASE KEEP A COPY**

PERSONAL DETAILS

Title: Mr Ms Other (please specify)	
Family name:	
First name(s):	Male Female
Date of birth (dd/mm/yy):	
Student ID:	
Phone (home/mobile):	
Email:	
Full address:	
City:	Post code:
State:	Country:
Undergraduate courses	
Diploma of Business Information Systems	
Associate Degree of Business Information Systems	
Bachelor of Business Information Systems	
Bachelor of Accounting	
Bachelor of Business	
REDUCED STUDY LOAD DETAILS	
Reason for reduced study load (please tick)	
Medical	Bereavement of close family members Other (please state below)
Evidence provided (please state below)	