# Underload Application Form (Students on Overseas Student Visas)

*Please read this in conjunction with the* [*Enrolment Policy*](https://divinity.edu.au/documents/enrolment-policy/) *and* [*Student Progress Policy*](https://divinity.edu.au/documents/student-progress-policy/)*.*

Please read the instructions in part F Information Sheet before completing this form. Overseas Student on Student Visa (Subclass 500) who is applying to enrol in less than a full-time load, is required to discuss this with the Course Advisor or Research Coordinator when completing this form.

**Please attach this form to your Re-enrolment or Enrolment Variation Form.**

## Student and Course Information

|  |  |  |  |
| --- | --- | --- | --- |
| UD Student ID |  | College/School ID |  |
| Title |  | Family name |  |
| First given name |  | Other given name(s) *(middle)* |  |
| Email *(Required)* |  | Mobile Number |  |
| Course |  | | |

## Faculty Request

*\*Supporting documentation must be attached—see the information sheet accompanying this form*

|  |  |  |
| --- | --- | --- |
| Grounds for underloading application | | |
|  | Compassionate or compelling circumstances (e.g., an illness where a medical certificate states that the student should enrol in a reduced load or where a prerequisite unit or compulsory unit is unavailable) | |
| Explanation |  |
|  | Intervention Strategy—academic or learning difficult | |
| Explanation |  |
|  | Supporting documentation attached | |

## Requested Period

Underloading requested for the following study period:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Semester 1* | (year) |  | *Semester 2* | (year) |  | *Semester 1 & 2* | (if in the same year) |

## Student Declaration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I understand that |  | I declare that all information I have provided is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to this application may delay the processing of the application. | | |
| (Overseas Student Visa holders only) |  | I understand that I must complete my course within the expected duration as stated in the Confirmation of Enrolment | | |
| Student signature |  | | Date |  |
| Type name for electronic submission | | dd/mm/yyyy |

## College/School Approval

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Approved | Comments |  | | | |
| New expected course completion date | |  | | |
|  | Not approved | Reasons |  | | | |
| Course Advisor or Research Coordinator | | | | | | |
| Signature | |  | | | Date |  |

## Information Sheet

Please read these instructions before completing this form.

### General Information

Relevant Policies:

Student Progress Policy: <https://divinity.edu.au/documents/student-progress-policy/>

A Student Intervention Strategy in relation to unsatisfactory student progress is also contained within this Policy.

Students must complete their course within the time specified on their electronic Confirmation of Enrolment (CoE) form.

Unless approval to underload is given:

a) Undergraduate students on Overseas Student Visas are required to enrol in units with the value of 72 credit points per semester or 144 credit points over the full academic year; and

b) Postgraduate students on Overseas Student Visas are required to enrol in units with the value of 72 credit points per semester or 144 credit points over the full academic year.

Students who do not obtain approval to underload and who do not complete their course within the duration specified on their CoE, 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 a full-time load.

1. Implementation of an intervention strategy to assist students at risk of unsatisfactory academic progress:

* Academic or learning difficulty
* Faculty enrolment load condition.

Application by students for approval to underload is not required for:

* Final semester or final year students completing within their CoE period
* Students enrolled in summer or winter units whose enrolment load including Semester 1 or 2 equates to a full-time load
* Students who, with approval from their Course Advisor, are enrolled in less than a full-time load but are nonetheless on track to complete their course within the duration specified on their CoE
* Students who have been placed on a condition to reduce their enrolment load.

### Closing dates

Applications must be submitted to the College/School which manages your course by:

* End of the second week of February for Semester One;
* End of the second week of July for Semester Two.

Please check with the Academic Compliance Manager or Student Services Manager at the Office of the Vice-Chancellor to understand the academic and financial implications of withdrawing units.

### Lodgement of applications

Applications should be submitted to the student's Home College/School.

### 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 registered counselor/psychologist, or
* Official statement or document from your home country outlining the circumstances e.g. Government official, medical practitioner

Intervention strategy

* Academic difficulty—statement from Coursework Coordinator, and
* Statement from yourself explaining your difficulty and outlining what help you have sought to improve your performance.

### Approval

You must not consider that an application to underload has been approved until you have received written notification from the University of Divinity.

### Privacy statement

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you, and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University of Divinity to assess your application or re-enrolment. All sensitive and personal information will be handled in accordance with the University’s Privacy Policy. Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003. For details of the privacy and collection statement that applies to this form, please go to <https://divinity.edu.au/privacy>.

You have a right to access personal information that the University of Divinity holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the University of Divinity at [enquiries@divinity.edu.au](mailto:enquiries@divinity.edu.au).

The College/School is to forward the completed form to the following email: **academicservices@divinity.edu.au**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UD office use only** | | | | |
| Approval | Date |  | Initials |  |
| Paradigm relevant data entry fields updated | Date |  | Initials |  |
| Student advised in writing | Date |  | Initials |  |