

Student ID _____ Name _____

Mobile _____ Email _____

Course _____

Campus Brisbane Gold Coast Melbourne Sydney

1. Select the normal study load of 4 subjects using the student portal. You should have the units allocated to you before you may apply for a reduced load. This is to prevent the disadvantages by missing out on classes while waiting for the outcome of your application.
2. Reduce study load request cannot be accepted after Census date. Any changes of unit enrolments need to occur prior to Census Date of the trimester.
3. You are required to explain your reasons for seeking approval for a reduced load in the form and provide supporting documents. These items need to be attached to the email as PDF or JPEG files.
4. The outcome of your request will be communicated within 10 working days since your completed request being received.
5. As an international student, you are required to complete your course within the expected duration of the offer letter/COE issued by Holmes Institute. Where you have requested and been approved for a reduced load, in order to ensure you are able to complete your course within the expected duration, you must undertake additional study in the option summer trimester where possible. Students who fail to complete their course within the expected duration without a valid ground defined in Holmes Completion Within Expected Duration of Study Policy (<https://www.holmes.edu.au/pages/about/policies>) may not be able to extend their course in the future.

I have read and agreed with the above advice and guideline for students in this form.

Date (DD/MM/YYYY)

Trimester _____ **Year** _____

Number of unit enrolments requested for study this trimester _____

You will be advised of the outcome of this application via email to your Holmes student email account.

- If successful – your enrolment threshold will be reduced within 48 hours to allow enrolment in the approved reduced number of units. Students are advised to seek advice from the Department of Home Affairs on the potential impact on their visa.
- If refused – you will be advised of your application outcome below and your requirement to enrol in a full study load.

All students have access to a range of support services including access to Holmes' policies such as the 'Complaints and Appeals Policy and Procedures' available at holmes.edu.au/pages/about/policies

Supporting Statement – Please complete the supporting statement on page 2.

Approved Enrolment amended

- LUNA diary notes saved
- Documented in Student File

Rejected Reason is detailed as below - LUNA diary notes saved

Name and Signature (Staff)

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- Medical certificate
- Confirmed flight tickets
- Police report
- Psychologist's report