

Canterbury Institute of Management (CIM)

Reduction in Study Load Application Form



I. Personal Details			
Student ID			
Given Name(s)		Surname	
Telephone Number		Email Address	
Current Address			
CIM Program of Study			

Information for Overseas Students

Study Load Requirements: As part of the student visa conditions, CIM monitors the course progress of students to ensure they can complete their course requirements within the specified course duration as per their Confirmation of Enrolment (CoE). To meet this requirement, students are expected to study a full load in each semester. To reduce the study load, students must seek approval by completing and submitting this application form.

Students must read the information below before completing this application form.

1. You should complete this form if you wish to study a reduced study load in semester 1 or 2.
2. If this application is approved, you will be allowed to study a minimum of 3 courses in Semester 1 or 2.
3. If you are unable to study 3 courses in Semester 1 or 2, you should defer your enrolment at CIM by completing Program Deferment, Suspension or Cancellation Form.
4. A reduced study load will usually only be approved due to extenuating circumstances such as:
 - a. an ongoing illness;
 - b. serious physical or mental illness, such as hospital admission, serious injury, severe anxiety or depression;
 - c. loss or bereavement, such as death of a close family member, family/relationship breakdown;
 - d. hardship/trauma, such as being a victim of crime;
 - e. academic difficulties;
 - f. less than 100% study load remaining in the program.
5. Documented evidence will be required to support the application for Reduction in Study Load.
6. Completed Reduction in Study Load Application Form should be returned to Academic Manager (academic@ciom.edu.au) for processing.
7. You must be enrolled in a full study load before submitting this application. Do not withdraw from any subjects until your application has been assessed.
8. Applications for Reduction in Study Load without sufficient required documentation will be rejected.
9. If your application for reduction in study load is approved, you may have to extend your Confirmation of Enrolment (CoE) which may have an impact on your student visa. For further information about your student visa conditions, please contact the Department of Home Affairs.
10. If your application is unsuccessful, you will need to ensure you complete your studies within the allocated time. You may like to speak with your Program Director for assistance devising a study plan to assist you with this process
11. CIM students who are on reduced study load must refer and abide by Academic Progression, Exclusion and Graduation Policy and Procedure.

II. Reduced Study Load Application Details

Reason(s) for reduced study load (please tick):

- Medical
- Bereavement of close family member
- Other (Please state below)

III. Evidence Provided (if any, please state below)**IV. Student Declaration and Signature**

I declare that the information provided by me in this form is true. I have read and understood the information about reduced study load conditions that might impact my Australian Student Visa. I understand that this information may be provided to the Australian Government or other external bodies only for the purpose of demonstrating compliance with the ESOS Act or other purposes as required by law. I agree and give my consent to CIM to release my personal information for the purpose of this application.

Student Signature

Date

Official Use Only

Reviewed By

Date

Outcome

Approved

Declined

Reason of the Outcome

Program Director Signature

Date

Campus Director & Dean
Signature

Date