

# Application to reduce enrolment load

## Onshore international student visa holders

### Information for students

#### Student visa and enrolment load requirements

It is a condition of your student visa that you must complete your program within its expected duration, which is the end date of your current Confirmation of Enrolment (COE) issued by RMIT.

To complete within your expected duration, you should remain enrolled at a full-time load throughout your program.

The ESOS (Education Services for Overseas Students) Act outlines that RMIT must monitor the progression of student visa holders towards completing their program in the expected duration and may only approve students to study at a reduced enrolment load based on [compassionate and compelling](#) circumstances.

#### Full-time enrolment load

For the purpose of completing a program in the expected duration, full-time load for an award program is:

- Higher education programs: 96 credit points in a year
- Vocational education programs: the nominal hours for the program divided by the full-time duration of the program.

For Foundation Studies full-time load is generally 96 credit points in a year, divided across two semesters.

#### Confirm your enrolment load

RMIT calculates your enrolment load based on two study periods:

- first half of the year, showing all enrolment between January to June; and
- second half of the year, showing all enrolment between July to December.

These study periods are reflected in your [Statement of Enrolment](#).

You should generally be enrolled in 100% of a full-time load in both of these study periods until you complete your program.

#### Why does a reduced enrolment load need to be approved for student visa holders?

If you study at less than a full-time load, you are unlikely to complete your program within the expected duration and before the end of your COE.

RMIT cannot issue a new COE to extend your study without suitable evidence to support this. Suitable evidence includes recorded approval for a reduced enrolment load.

**Note:** Studying at a reduced enrolment load without approval is not grounds for RMIT to issue a new COE.

#### Before you reduce your enrolment load

If your circumstances have changed you may not be able to study full-time you should seek urgent advice from your Program Manager or College Academic Services team before you reduce your enrolled load.

You should do this as soon as possible to allow time for advice and approval for you to amend your enrolment before census date as you must continue to remain enrolled in a full-time load until you have approval to reduce your enrolment load.

#### Application and approval to reduce enrolment load

If reducing your enrolment load can be supported, you should seek formal approval by submitting this form, including providing [evidence](#) to support your application.

Formal approval is not required in your final semester of study.

If approved, you will be advised to vary your enrolment and must follow all instructions, including:

- withdrawing from approved courses by the census date to avoid remaining financially liable; and
- following your program map and enrolment advice in future semesters to complete within your new expected duration.

**Note:** If you are not approved for a reduced enrolment load you must continue to be enrolled full-time and complete your program within your current COE end date.

**Note:** *This form is not required for changes to enrolment as part of an Academic Performance Improvement plan.*

*The APIP/Supervisor report is suitable for this purpose.*

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### Section A – Personal details

RMIT student number \_\_\_\_\_ Date of birth (DD/MM/YYYY) \_\_\_\_\_  
 Family name \_\_\_\_\_ Given name \_\_\_\_\_  
 Program code \_\_\_\_\_ Program plan \_\_\_\_\_ Contact tel. number \_\_\_\_\_  
 Program name \_\_\_\_\_

### Section B – Reduced enrolment load details

#### Reduced enrolment load needs to be assessed and approved each study period

Note: Program structure/prerequisites issues may be approved for more than one semester at a time.

**Study period reduced enrolment load will apply to**  First half of the year  Second half of the year Year \_\_\_\_\_

#### Reason for application to reduce enrolment load

##### Compelling circumstances

- Unforeseen delays to research (for master by research and PhD students only)
- Program structure or requisite requirements prevent full-time enrolment, and no course alternatives are available – including where failure of a course or now impacts planned progression (may approve multiple semesters of reduced enrolment load at once)
- Credit granted after enrolment
- Undertaking RMIT International Industry Experience and Research Program (RIIERP)
- Other \_\_\_\_\_

##### Compassionate circumstances – supporting documentation as evidence must be attached

- Illness or injury
- Death, illness or injury of close family member
- Major incident, political upheaval or natural disaster in home country directly impacting on student's circumstances and capacity for study
- Recommendation by RMIT Equitable Learning Services
- Recommendation by RMIT Counselling Services or other counsellor/psychologist
- Evidenced incident / issue impacting on student's capacity for full-time study
- Other \_\_\_\_\_

### Section C – Approval by Program Manager (or delegate, or equivalent)

**Do you approve the reduced enrolment load based on the above reasons?**  Yes  No\*

\* If not approved, the student must be directed to enrol into a full-time load towards completing within the duration of their COE.

**Will this reduced enrolment load extend the student's expected date of program completion?**  Yes  No

The student cannot reasonable make up enrolment load in normal delivery of the program.

**If yes, what is the revised program expected completion date?**  30 June \_\_\_\_\_ (year)  31 December \_\_\_\_\_ (year)

I have reviewed the student's program map and approve the student to reduce their enrolment load and the following documents are attached with this form to the SMP enquiry:

- A revised program map/research timeline for the remainder of the program for this student; and
- Supporting documentation as indicated on the [compassionate and compelling circumstances](#) webpage.

Staff name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

Whether the request is approved or denied, the student should be provided a copy of this form along with via the Student Portal (SMP) as a record of the outcome. The student should be provided with clear advice on how to correctly enrol in line with the outcome of this application.

RMIT must be able to access a copy of this request along with all supporting evidence when assessing a later request for a new Confirmation of Enrolment (COE) to extend the program duration and for student visa purposes (if required).