

This form is for onshore international students on a student visa (excluding exchange and study abroad students) who require a credit point reduction in an enrolled 8-Week Block, Semester or Trimester.

Visa requirements

As per Part Part D (22) of [Victoria University's Enrolment Procedure](#)

International onshore students are required to enrol in a full-time load in order to meet the time frames prescribed by their Confirmation of Enrolments (COE).

How to complete and submit this form

1. Complete **Sections 1 to 3 (Option A or B) and Section 4.**
2. **If you complete Section 3 Option A** - submit your application form and all supporting documentation to the Course and Unit Advisor (CUA) at your College via [ASKVU](#).
3. **If you complete Section 3 Option B** - submit your application form and all supporting documentation to Enrolments via [ASKVU](#).
4. The CUA will complete **Section 5** and create a Study Plan.
5. The University will send you a copy of the completed form and Study Plan.
6. You will receive an outcome via email.

Please allow 10 working days from the date the application is submitted to the Enrolments department for your request to be processed. The Enrolments team will contact you via email if further information is required

1. PERSONAL DETAILS

Student ID Family name

Given names Date of birth

Are you a sponsored or on a scholarship? Yes (please provide the name of your sponsor/scholarship below) No

Sponsor name

2. COURSE DETAILS

Course title Course code

3a. REASON AND SUPPORTING DOCUMENTATION OPTION A

If you are applying due to reasons 1-3, please select reason/s for RSL and add supporting documents as required, then **proceed to Section 4.**

The CUA will provide a Study Plan and request the necessary study periods for RSL. **Submit your application through [ASKVU](#).**

1. Applying solely due to course-related circumstances outside your control (e.g. unit availability/prerequisites, no supporting documentation required, your CUA will provide a Study Plan and confirm course structure).
2. Change of thesis topic or thesis extension (attach a signed supporting letter from your Course Chair).
3. Academic Progress decision resulting in an intervention strategy (attach Academic action plan and recommendation from a Student Advisor).

3b. REASON AND SUPPORTING DOCUMENTATION OPTION B

If you are applying due to reasons 4-10, please select the reason/s for RSL and add supporting documents as required.

All reasons require a signed personal statement outlining the reason for RSL in addition to further supporting documentation listed below.

Then list the study periods you wish to apply for an RSL, and **complete Section 4. Submit your application through [ASKVU](#).**

- 4. Serious illness or injury (attach medical certificate or other relevant medical documents).
- 5. Bereavement of a family member or another traumatic experience (attach supporting evidence such as death certificate, letter from counsellor, police report etc).
- 6. Political upheaval or natural disaster in one's home country required emergency travel (Notification from Home Affairs, or other official evidence and airline ticket).
- 7. Military service in home country (attach official notice from the home government department managing conscription).
- 8. Time off study due to pregnancy and childbirth (attach medical certificate or other relevant medical documents including expected due date - approximately eight weeks may be granted).
- 9. Medical condition related to pregnancy and childbirth that impacts ability to study (attach medical certificate or other relevant medical documents)
- 10. Other (please specify and provide supporting documents)

Study period	Year	Credit Points

Study period	Year	Credit Points

4. STUDENT DECLARATION

Please check all boxes.

- The information I have provided in the RSL application and all attached supporting documents are true and correct.
- I have read and understand the information in the RSL application and Privacy Statement, and agree to abide by VU Policy.
- I have attached all supporting documents as required in **Section 3 (a or b)** of the RSL application.
- I understand that if my RSL application is approved I will be supplied with a Study Plan and I am responsible for completing the required units as per the Study Plan. Any deviation from this requires CUA consultation. I understand that the Study Plan and expected completion date are indicative only and subject to change.
- I understand that studying a reduced load may have implications on my student visa and I should contact the Department of Home Affairs on 131 881 for further information.

Signature

Date

5. STUDY LOAD REDUCTION AND CUA REVIEW (CUA TO COMPLETE)

If the student selected reasons 1-3, please list the study periods required for RSL below. Leave this section blank if the student selected reasons 4-10.

Study period	Year	Credit Points

Study period	Year	Credit Points

CUA Specialist Group

Comments

Study plan provided? Yes No

Signature

Date

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

CONTACT US

If you have any questions, you can access **ASKVU** (askvu.vu.edu.au), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ♦ City Campus
- ♦ Footscray Park
- ♦ St Albans
- ♦ Footscray Nicholson
- ♦ St Albans
- ♦ Werribee