



STUDENT VISA HOLDERS ONLY
APPLICATION TO WITHDRAW FROM A UNIT OF STUDY

APPLICATIONS MUST BE SUBMITTED BETWEEN
AUGUST 6TH AND 23rd , ONLY

Application Type :

- o 24 credit point enrolment to 18 credit point enrolment
o 24 credit point enrolment to part-time enrolment

Form with fields: Family Name, First Name, SID, Telephone No., USYD email, Degree, and a statement: I wish to discontinue the following unit of study from my Semester 2, 2007 enrolment :

Please indicate the reason for studying less than 24 credit points (tick one) :

Table with 2 columns: Reason for Withdrawing and Documentation Required. Contains 7 rows of reasons and their corresponding documentation requirements.

Student's Signature

Date

If your application is approved, you will be withdrawn from the above unit and a new COE will be issued.
If your application is rejected, you will be advised the reasons why your application was not approved.

To Be Completed by lecturer/ coordinator, only if required (please check above)

Dear International Student Advisor (Faculty of Science),

I hereby confirm that the above student has

- () missed more than 20% of semester classes/ tutorials/ labs to-date or
() is unable to cope with this unit and is likely to fail it.

Name of Lecturer/Coordinator

Signature

Date

International Students enrolled in degrees administered by the Faculty of Science

Application to Reduce Study Load

International students are required to enroll in 24 credit points per semester. However, International Students are able to apply to reduce their study load as a result of compassionate or compelling circumstances.

Compassionate or Compelling Circumstances

Compassionate or compelling circumstances are defined as circumstances **beyond the control** of the student and which have an impact upon the student's course progress or wellbeing.

Applications can be submitted until a week before the Census Date (last date to withdraw without financial penalty). For semester 1, this is 24 March for semester 2 this is 23 August.

How do I Apply?

Student visa holders only must fill in the '**Application to withdraw from a unit of study**' form. Any application to reduce a study load must include appropriate support documentation. The documentation required will depend on your personal circumstances and enrolment request. Applications will not be assessed until all documentation is received.

Students are not eligible to reduce their study load if they fall into the following categories:

1. An intervention strategy has already been put in place by a Course Progress Advisor
2. It is more appropriate for a student to apply for Special Consideration instead;
3. Application is received after 24th March for semester 1 applications or 23rd August for semester 2 applications. the Census Date (last date to withdraw without financial penalty).

Grounds for Application

These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes for more than two weeks at the start of semester;
- death or illness of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies; or
- a traumatic experience which could include:
 - involvement in, or witnessing of a serious accident;
 - witnessing or being the victim of a serious crimewhen this has impacted on the student. (these cases should be supported by police or psychologists' reports)
- where the registered provider was unable to offer a pre-requisite unit; or
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

It is up to the professional judgement of the Faculty of Science to determine if your circumstances are appropriate. Applications will be assessed on the information you provide in your application and your supporting documentation.

As a part of the application process you will be required to answer the following questions:

1. What type of application are you making?
 - a. 24 credit point enrolment to 18 credit point enrolment
 - b. 24 credit point enrolment to part time enrolment
2. Explain the reasons why you are applying to reduce your study load?
3. How have these circumstances impacted on your studies?
4. Evidence supporting your application
5. When do you expect to complete your course?
6. If your application is approved, which subject(s) do you wish to be withdrawn from?

Please note: All applications will be assessed on the information provided on the application form and the supporting documentation submitted. **Applications are not automatically approved and are assessed on a case by case basis.**

Types of Application

There are two different types of assessment when you wish to reduce your study load. You will be asked to provide appropriate documentation for your situation in line with the following types of application:

Enrolment Variation Request	Evidence Required
Type 1 24 credit point enrolment to 18 credit point enrolment	<ul style="list-style-type: none">• Appropriate documentation (See acceptable list below)
	<ul style="list-style-type: none">• Appropriate documentation (See acceptable list below) AND

Supporting Documentation and Examples

In order for an application to reduce study load to be processed, you must submit all relevant original documentation. Your supporting documentation should follow the following guidelines:

- All documentation must be original. If you cannot submit original documentation, an original copy certified by a registered Justice of the Peace may be handed in.
- All documentation must be in English or if that is not possible, a certified and signed translated copy can be submitted.
- All supporting documentation must indicate the exact dates of the event or circumstance and how this will affect the application. In the case of illness or death of a close relation, the name of the ill person, your relationship to that person, and proof of death or illness must be attached.
- All documentation should be submitted with your application form.

Please note the following table lists what type of documentation can be used to support your application. It also lists what information is required in the documentation.

You may be required to supply the University with additional information or evidence as requested.

Examples of Documentation	Requirements of Documentation
<ul style="list-style-type: none"> • Original Professional Practitioners certificate or Doctor's Certificate which must indicate: <ol style="list-style-type: none"> a. the name of the student b. the date the certificate was written and signed c. the date on which the doctor considers the student is likely to return to studies d. indicate the degree of incapacity of the student, and e. be addressed to the parties requiring the certificate as evidence of illness – Faculty of Science, University of Sydney 	<p>These should be completed by qualified and registered health professionals for their area of expertise. For example, medical practitioners, dentists, physiotherapists.</p>
<ul style="list-style-type: none"> • Notification or letter from a registered psychologist (eg University Counsellor) 	<p>Details of the condition or circumstance that prevents the student meeting the assessment requirements.</p> <p>Any statement is kept confidential.</p>
<ul style="list-style-type: none"> • Death Certificate or • Death notice 	<p>A Statutory Declaration may also be required if the relationship between the student and the deceased is not obvious from the death notice or death certificate. As an example, where a close friend has passed away, the death notice may not confirm the relationship to the student. However, in the statutory declaration, the student may state that the person was (for example) 'maternal grandmother', 'best friend, etc.</p>
<ul style="list-style-type: none"> • Police report or • Event number plus a Statutory Declaration 	<p>Students are required to complete a Statutory Declaration for Academic Consideration outlining the facts and impact on studies. Providing an event number only does not provide enough information.</p>
<ul style="list-style-type: none"> • Other documentation 	<p>Students should support their application with appropriate documentation. Each application with 'other types' of documentation not listed above will be assessed on a case by case basis.</p>

What Happens After I Submit My Application and Documents?

Your application will be assessed and you will be notified of the outcome to your University of Sydney email address. Complete applications will be assessed within 10 working days.

If your application is **approved** you will be withdrawn from your elected subjects and a new Confirmation of Enrolment (COE) will be issued.

If your application is **declined**, you will be advised the reasons why your application was not approved and your options.

For further information

Faculty of Science Office

Level 2 Carslaw Building

Opening Hours: 10am – 4pm Monday – Thursday and 10am-1pm Fridays

Phone: 9351 3021

or email the International Student Adviser, Ms Aldrine Creado, aldrine@science.usyd.edu.au