

Application for Reduced Study Load for Higher Education International Students

- If you are an international student at APAC and are experiencing difficulties for compassionate or compelling reasons, you can apply to reduce your study load from a full-time study load to a lesser study load. This form must be completed by all international students wishing to reduce their study load at APAC or students who have been identified at risk by APAC in accordance with the *Attendance, Progression, and Exclusion Policy and Procedure*.
- Please refer to the *Attendance, Progression, and Exclusion Policy and Procedure* for more information on reduced study load assessment and grounds for approval.
- A successful application for reduced study load may affect your student visa. Please contact the Department of Home Affairs (DHA) regarding the potential impact a reduced study load may have on your student visa before submitting this application.
- All relevant fields MUST be completed for the form to be processed.

1. Student Details

Student Name: _____ Student ID: _____

Mobile Phone: _____ Personal Email Address: _____

2. Course your Reduced Study Load Relates to:

<input type="checkbox"/> BSSACT Bachelor of Screen and Stage (Acting)	<input type="checkbox"/> BSSSCP Bachelor of Screen and Stage (Screen Production)	<input type="checkbox"/> BSSSND Bachelor of Screen and Stage (Song and Dance)

3. Reason for Reduced Study Load Request

International students wishing to reduce their study load must provide documentary evidence of compassionate or compelling circumstances. Examples of such circumstances can be found in the *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure*.

4. Declaration

I have read and understood the *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure* and understand the potential impacts of an approved reduced study load on my student visa.

Signature of Applicant Date:

5. Submitting your Application for Deferment

Return this form to:

- Email: admin@apac.edu.au
- Deliver: APAC reception, Level 5 102 Adelaide Street. Brisbane

6. Assessment of your Application

Your application will be processed based on the date stated in the declaration.

7. Office Use Only

- Reduced Study Load confirmed
- Reduced Study Load effective date: [DD/MM/YYYY]

Director of Higher Education signature: _____

Administration Process:

- Students' course status is updated in SMS.
- For international students, PRISMS has been updated for course deferment.
- Form loaded in Student's file in SMS.
- Email outcome sent to Student.
- Update Students at Risk Register (if applicable).