

HE-EDF58 Student Study Load Change Request Form

This form is for students requesting a change to their study load for a specific teaching block. Please submit the completed form along with supporting documents to **Student Support** via email at support.he@apexaustralia.edu.au.

Student Details

Given Name:	Family Name:
Student Number:	Course:

Load Adjustment Request

Request to Overload – Enrolling in more than two units in a standard teaching block

Request to Underload – Enrolling in fewer than two units in a standard teaching block

Current Load: _____ **Units** **Requested Load:** _____ **units**

Block/Semester: _____ **Year:** _____

Reason For Request

Graduating student – need to complete final units

Health reasons (attach supporting evidence)

Employment commitments

Course availability/timetable clash

Personal or family circumstances

Other (please specify): _____

Justification for Request

Please provide detailed justification for your request, explaining how you will manage and cope with the additional study load if requesting an overload, or, if requesting an underload, describe your reasons for needing a reduced study load and how this adjustment will help you manage your studies effectively.

Supporting Documents

Please provide supporting documents to justify your underload or overload request. Examples include a medical certificate, employment letter, counsellor's report, or academic transcript, depending on your circumstances.

Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Student Acknowledgement

I acknowledge that I fully understand the academic risks involved in enrolling in more or fewer than the standard two units in a teaching block. Despite this, I am committed to dedicating my best effort to manage my study load effectively and believe that I can successfully complete all the units I am enrolled in during this block.

Name:	Date:
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Signature:

Outcome (Office Use Only)

I have reviewed this request along with the supporting documentation provided and made the following determination.

- Approved – The Course Coordinator affirms that the student demonstrates the capability to successfully complete the unit(s) enrolled in this teaching block and remains on course to complete their degree within the prescribed timeframe.
- Not Approved – The Course Coordinator is not persuaded, based on the evidence provided, that the student is likely to successfully complete the enrolled unit(s) or to complete the degree within the designated timeframe.

Comments

Course Coordinator name:

Date:

Signature: