#### REDUCED STUDY LOAD OR OVERLOAD FORM

PART A: Student Details.

|  |  |
| --- | --- |
| **Student Full Name** |  |
| **Student Number** |  |
| **Email Address** |  |
| **Phone Number** |  |
| **Campus** | Select your campus. |
| **Are you a Domestic or International Student?**  | Select student type.  |

#### **Part B: Course Details.**

|  |  |
| --- | --- |
| **Course Name** | Bachelor of Information Technology |
| **Course Code** |  |
| **Current CoE End Date** | Click or tap to enter a date. |

Part C: Details of Reduced Study Load

|  |  |
| --- | --- |
| **Trimester** | Select your trimester. |
| **Year** | Select your year. |
| **Requested # of units to be reduced/added:** | Insert requested number of units to be reduced/added. |

|  |
| --- |
| **Unit Name & Code** |
|  |
|  |
|  |

PART D: Student Declaration.

As per the *Student Grievance Handling Policy and Procedure* students are expected to act responsibly and not lodge appeals for vexatious reasons.

|  |  |
| --- | --- |
| [ ]  | I have read the Student Grievance Handling Policy and Procedure. |
| [ ]  | I declare that to the best of my knowledge I have completed this form truly and accurately. |

Office use only: DO NOT ACCEPT if both Student Declaration boxes are not ticked.