

Reduced Study Load (RSL) Application Form – Trimester Courses

Only for international students holding (or applying for) a student visa.

Personal Details (to be completed by the applicant)

Student Number

Confirmation of Enrolment (CoE) End Date

First Name

Surname

Course Code / Course Title

Section A: Reason for request (tick the most applicable reason)

Note: If you are in your final trimester of study, please do not complete this form. Instead, please email SpecialistAdvice@murdoch.edu.au stating that you are completing your final trimester without a full-time study load.

Reason for Request	✓	Action
Serious Personal Issues (Compelling and compassionate circumstances. Does not include financial issues, culture shock, homesickness, or pregnancy)	<input type="checkbox"/>	You must attach relevant supporting documentation with this application. Once the completed application has been received, you will be invited to a meeting to discuss your situation.
Unit Availability (Due to course structure or recognition of prior learning issues)	<input type="checkbox"/>	No additional documentation required.
Enrolment in another teaching period (Within same year, e.g. SUM or W)	<input type="checkbox"/>	No additional documentation required.
Academic Issues (If recommended in an Academic Performance Plan, see more info on page 2)	<input type="checkbox"/>	You must attach a copy of your Academic Performance Plan or referral email from your Academic Chair with this application.

Section B: Student Declaration (to be completed by the applicant)

I confirm and acknowledge the following:

- The information provided on this form and any attached document is true and correct,
- I am required to meet all course requirements within the stipulated CRICOS registered course timeframe as per the ESOS Act 2018,
- I am already enrolled in a full-time load for the trimester, and will not withdraw from any units unless I receive an email approving my reduced study load request (except for applications for unit availability),
- It is my responsibility to seek approval and/or advice if my enrolment varies from the approved study plan,
- A change in the course end date may result in a request for a visa extension and additional costs involved.

Signature:

Date:

Email the completed form to: SpecialistAdvice@murdoch.edu.au.

Applications cannot be assessed without all sections completed and signed, and all required supporting documentation attached (if applicable).

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Am I eligible to apply?

Under Part D Standard 8 of the ESOS National Code, you may reduce your study load for one of the reasons outlined in points 1 to 4 below.

<https://internationaleducation.gov.au>

The information needed to assess a request for reduced study load will depend upon which of these reasons apply to your circumstances. A Reduced Study Load cannot be approved for financial reasons or to reduce fee payments. Additionally, pregnancy does not qualify as a “compelling or compassionate” reason unless there are other medical issues associated with the pregnancy.

1 – I am experiencing serious personal issues preventing me from managing a full-time enrolment

Students experiencing compassionate and compelling circumstances may apply for an RSL with supporting documentation provided by a registered health practitioner, such as a medical doctor, psychologist, or Murdoch University counsellor.

2 – My core units are unavailable and I can't take any other non-core units

If you cannot enrol in 24 credit points during the current year due to unit availability, you may be eligible for a Reduced Study Load.

3 – I have studied, or will study, extra units in another period

If you have studied, or intend to study, units during other teaching periods within the same year (e.g. W – winter, or SUM - summer), you may be eligible for

a Reduced Study Load.

4 – I need a reduced load as part of an Academic Performance Plan

An Academic Chair may recommend that you reduce your study load during your Academic Performance Plan assessment. Furthermore, an Academic Chair may recommend that you reduce your study load for academic reasons by emailing the recommendation to the Specialist Advice team to be assessed. The reasons for reducing your study load must be valid, therefore the Specialist Advice team may deny any application which is not deemed valid or in the student's best interest.

I have less than 9 points in my final trimester to complete my course

If you are completing your final trimester of study and require less than 9 credit points to graduate, please seek approval by emailing SpecialistAdvice@murdoch.edu.au, explaining your circumstances.

Where do I find my Academic Chair's contact details?

You can locate your Academic Chair's contact details in the Handbook website: <https://handbook.murdoch.edu.au/>. Their details will be listed under the “Contacts” section in your specific major/course Handbook page.

When can I apply?

You may apply once your trimester results have been released. Your Academic Chair will need to see these

results to be able to complete your enrolment plan.

Applications must be submitted no later than 4pm on Friday of Week 2 in the relevant trimester, and all sections of the application must be completed upon submission.

How do I submit my application?

Please submit your application, attaching supporting documents (if applicable) to SpecialistAdvice@murdoch.edu.au.

What happens to my application after it has been submitted?

Processing your complete application will take up to two weeks. If we require additional information from you, we will send an email to the email address you have recorded in MyInfo. We may also ask that you meet with a member of the Specialist Advice team, to discuss your application.

What happens if I don't enrol in a full-time study load or I withdraw from a unit without telling anyone?

If you are not enrolled in a full-time study load, there may be implications for your student visa. In addition, you may not be able to complete your course on time. This may also impact on any future applications for a CoE Extension. If you receive certain scholarships, such as the International Welcome Scholarship (IWS), being enrolled in less than a full-time load may impact your scholarship eligibility.

Form Submission

Email the completed form to: SpecialistAdvice@murdoch.edu.au.

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Section C: Course plan (to be completed by the applicant)
Please list ALL current and future units to be studied through to course completion.

	Year:	Credit Points	Year:	Credit Points
Trimester 1	Unit:		Unit:	
	Unit:		Unit:	
	Unit:		Unit:	
	Semester 1:		Semester 1:	
	Other:		Other:	
Trimester 2	Unit:		Unit:	
	Unit:		Unit:	
	Unit:		Unit:	
	Semester 2:		Semester 2:	
	Other:		Other:	
Trimester 3	Unit:		Unit:	
	Unit:		Unit:	
	Unit:		Unit:	
	Other:		Other:	
	Total Credit Points			

Section D: Academic Chair’s verification of course plan (signed by applicant’s Academic Chair)
Note: Your Academic Chair must verify the course plan before this application can be submitted. The Reduced Study Load application is not approved until the Specialist Advice team has assessed your application and provided the final outcome via email.

Signature:

Date:

Academic Chair’s Name:

Note to Academic Chair: If you have enquiries regarding this application or ESOS compliance for international students, please contact the Specialist Advice team at SpecialistAdvice@murdoch.edu.au.

Email the completed form to: SpecialistAdvice@murdoch.edu.au.
Applications cannot be assessed without all sections completed and signed, and all required supporting documentation attached (if applicable).

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Section E: Course plan – *additional page to be used for courses exceeding 2 years* (to be completed by the applicant)
Please list ALL current and future units to be studied through to course completion.

	Year:	Credit Points	Year:	Credit Points
Trimester 1	Unit:		Unit:	
	Unit:		Unit:	
	Unit:		Unit:	
	Semester 1:		Semester 1:	
	Other:		Other:	
Trimester 2	Unit:		Unit:	
	Unit:		Unit:	
	Unit:		Unit:	
	Semester 2:		Semester 2:	
	Other:		Other:	
Trimester 3	Unit:		Unit:	
	Unit:		Unit:	
	Unit:		Unit:	
	Other:		Other:	
Total Credit Points				

Section F: Academic Chair’s verification of course plan – *for courses exceeding 2 years* (signed by applicant’s Academic Chair)
Note: Your Academic Chair must verify the course plan before this application can be submitted. The Reduced Study Load application is not approved until the Specialist Advice team has assessed your application and provided the final outcome via email.

Signature: Date:

Academic Chair’s Name:

Note to Academic Chair: If you have enquiries regarding this application or ESOS compliance for international students, please contact the Specialist Advice team at SpecialistAdvice@murdoch.edu.au.

Email the completed form to: SpecialistAdvice@murdoch.edu.au.
Applications cannot be assessed without all sections completed and signed, and all required supporting documentation attached (if applicable).