



Melbourne College of Divinity

Underload Application Form – International Students – Information Sheet

General Information

The MCD policy on expected completion for students holding a student visa is as follows:

In order for students to complete their course within the time specified on their electronic Confirmation of Enrolment (CoE) form, international students on a student visa are required to enrol in units with the value of 60 credit points per semester or 120 credit points over the full academic year unless approval to underload is given.

Students who do not obtain approval to underload and who do not complete their course within the duration specified on their CoE, may not be able to extend their course in Australia.

Approval to Underload

This may be given in the following circumstances:

1. Compassionate or compelling circumstances
 - Students facing illness or exceptional personal circumstances.
 - Course structure, progression rules or unit availability, where students are unable to enroll in units with a value of 24 credit points.
2. Implementation of intervention strategy to assist students at risk of unsatisfactory academic progress:

- Academic or learning difficulty
 - Faculty enrolment load condition
- Application by students for approval to underload is not required for:

- Final semester or final year students completing within their CoE period
- Students enrolled in summer or winter units whose enrolment load including Semester 1 or 2 equates to 24 credit points
- Students who have been put on a condition to reduce their enrolment load from their faculty Academic Progress Committee

Closing dates

Applications must be submitted to the faculty that manages your course by 31 March for Semester one and 31 August for Semester two. Please check with the Quality & Compliance Officer to understand the academic and financial implications of withdrawing units.

Lodgement of applications

Applications should be submitted with the RTI that administers the course.

Supporting Documentation

Applications to Underload will only be considered when supporting documentation is attached.

Compassionate or compelling circumstances

- Medical certificate from medical practitioner and/or
- Statement from a university counsellor/registered psychologist or
- Official statement or document from your home country outlining the circumstances eg Government official, medical practitioner

Intervention strategy

- Academic difficulty - statement from appropriate academic (i.e. course co-ordinator, unit coordinator) or Learning Skills Adviser-Course Adviser and
- Statement from yourself explaining your difficulty and outlining what help you have sought to improve your performance

Approval

You must not consider that an application to Underload has been approved until you have received written notification from your RTI

Privacy statement

The information on this form is collected for the purposes of assessing applications for underloading. If all questions on this form are not completed, it may not be possible for the application to be assessed by the MCD.

Students have the right to access personal information that MCD holds about them, subject to any exceptions in relevant legislation. Students should contact the MCD Registrar if they want to seek access to their personal information or inquire about the handling of their personal information.

This form is to be completed by MCD RTI coursework or research coordinators in conjunction with current international students who hold a student visa and are enrolled at Melbourne College of Divinity (MCD), when applying for underloading.



Melbourne College of Divinity

Underload Application Form – International Students

Section A. Student's Personal Details

Student ID

Last Name

Given Names

Date of Birth / / Telephone (BH)

Course Code:

Course Title:

Managing RTI:

Section B: Faculty Request

Applying on grounds of:

- A.** Compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student should enrol in a reduced load or where a pre-requisite unit or compulsory unit is unavailable) *Supporting documentation must be attached – see information sheet accompanying this form.

Explain:

- B.** Intervention Strategy – academic or learning difficulty
* Supporting documentation must be attached – see information sheet accompanying this form.

Explain:

Section C: Requested Period

Underloading requested for: Semester ____ Year _____

Section D: Student Declaration

I declare that all information I have provided is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to this application may delay the processing of the application.

Signed: _____ Date: _____

Section E: RTI Approval

Approved –Comments (including new expected course completion date):

Not Approved –

Reasons: _____

RTI Coursework or Research Coordinator: _____ Signature: _____

Date: / /

RTI to forward completed form to the Quality & Compliance Officer, MCD Central Administration, 21 Highbury Grove KEW 3101; fax: 03 9853 6695
email: qcofficer@mcd.edu.au

MCD Office Use Only:

DoR/DCW Signature: _____	Date: / /	
TAMS International Student Fields updated on	Date: / /	Initials: _____
Student advised in writing on	Date: / /	Initials: _____