

# Counsellor Recommendation for Reduced Study Load



**MELBOURNE**  
INSTITUTE OF TECHNOLOGY

Student Details	
Full Name:	Date of Birth:
Gender (please circle): Male    Female    Other	
Phone Number:	Email Address:
Address:	
Student ID: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Are you an International Student?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, documents provided:    Supporting Docs <input type="checkbox"/> Flight confirmation <input type="checkbox"/> i.e. medical	
Campus:	
Course Details:	
Course Name:	
Recommendation	
<input type="checkbox"/> Reduced Study Load Supported	
Comments	
Student Signature:	Date:
Counsellor Signature:	Date:

# Counsellor Recommendation for Reduced Study Load



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OFFICE USE ONLY		
Application:      Approved <input type="checkbox"/> Declined <input type="checkbox"/>		
Received □□/□□/□□□□	Approved / Declined □□/□□/□□□□	Bigfoot updated □□/□□/□□□□
Reason for Approval/Decline:  _____  _____  _____  _____		
Authorised Officer Name _____ Signature _____ Date _____		



## Non Standard Enrolment- Student Acknowledgement

I \_\_\_\_\_ am requesting a non-standard enrolment load based on

\_\_\_\_\_

\_\_\_\_\_

and have provided all available evidence in this application for consideration.

By submitting this application form **I understand and agree to the following:**

- ✓ I am applying for a reduced study load in accordance with the [MIT Enrolment Policy and Procedure](#).
- ✓ This is an application only, and subject to written approval by the Head of School.
- ✓ If I am permitted to enrol in a non-standard full-time study load, **I must enrol in all three trimesters in one academic year**, with the third trimester becoming a compulsory trimester to enable the completion of **120 credit points/1.0 EFTSL** in an academic year.
- ✓ International Students who do not meet the standard full time study load requirements, or do not follow this agreement may be subject to:
  - the Institute documenting the student's under enrolment and refusing an extension of their current CoE; or
  - cancellation of the student's enrolment for refusing to enrol in the required full time study load.

Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

Student name: \_\_\_\_\_

Course: \_\_\_\_\_

Campus: \_\_\_\_\_

Student signature: \_\_\_\_\_