

Form Ref. No	FOR-SSD-16-revised
Version No.	V.2
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Request to Enrol in More than 100 Credits in the Current Semester

Students requiring overload must seek approval to do so using this request prior to making an amendment to their enrolment.

Important notes about this request:

1. This form must be submitted to the Student Service Department (SSD) prior to the final enrolment date relevant to the semester in which you are applying; Students who are currently enrolled in more than 100 credits must apply prior to the final date to add units.
2. All sections of this form must be completed prior to submission.
3. Requests based on results from the previous semester will not be considered until the applicable semester's results release date. Students should submit their requests after this date to ensure they are eligible on those grounds.
4. Requests based on Recognition of Prior Learning (RPL) will not be considered until the relevant RPL is processed on the student's record. Students should submit their requests after this date to ensure they are eligible on those grounds.

<p>STUDENT DETAILS</p> <p>Curtin Student ID: _____ Full Name: _____</p> <p>Course Name: _____</p> <p>Year and Semester this request is for: _____</p> <p>Are you in your final semester of study? Yes / No (Please circle the correct answer)</p> <p>REASON FOR REQUEST</p> <p>Number of credit points requested for this semester: _____</p> <p>Number of credit points outstanding to complete course: _____</p> <p><i>(Claims based on medical grounds or other extenuating circumstances must have independent supporting documentation attached e.g. medical certificate indicating inability to study)</i></p> <p>Students are to provide written reasons as to why they should be permitted to overload in the current semester:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>I have read the notes at the top of this form and understand that by increasing my study load I may liable on any consequences arise in future for my course. I have sought academic counselling prior to submitting this request.</p> <p>Student Signature: _____ Date: _____</p>
<p>HEAD OF DEPARTMENT OR COURSE COORDINATOR'S INFORMATION:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Head of Department or Course Coordinator's</p> <p>Signature: _____ Date : _____</p>