

## Request to Overload Semester Enrolment form

### General information

This form is to be used by students who are currently enrolled in a coursework degree for permission to overload a semester enrolment.

This form is not to be used by Monash College students or research students.

Overloading is to enrol in more than the standard number of units in each year. It is usually limited to students who have:

- completed 48 credit points in one calendar year
- achieved a 60% credit average or higher in the previous year.

See overloading on the study load web page ([www.monash.edu/enrolments/study-load.html](http://www.monash.edu/enrolments/study-load.html)) or contact your faculty for advice. Exceptions may apply to high achieving students in approved programs. Some courses may not allow acceleration. This may be due to professional accreditation and/or clinical requirements.

It is recommended that you submit your application as early as possible but no later than a week prior to the first day of the semester you wish to overload in to allow time for approval and addition of the unit to your enrolment prior to the start of semester. Please note the following deadlines for adding units to your enrolment:

- **Off-campus units:** can only be added up until the Friday before semester starts
- **On-campus units:** can only be added until two weeks after the start of semester. Units added after this time require faculty approval and may only be approved in extenuating circumstances. A fee will be payable if a late addition is approved. A list of fees is available at: [www.monash.edu/fees/miscellaneous-fees.html](http://www.monash.edu/fees/miscellaneous-fees.html)

### Approval

Your application will be assessed by your course managing faculty and you will be notified of the outcome in person or in writing via email to your Monash student email account within 5 working days of receipt of application.

### Submitting applications

#### Australian campuses

Submit your application to your managing faculty office on your home campus.

#### South Africa campus

Submit your application to the Student Services Centre.

#### Malaysia campus

Submit your application to your Course Management Office (of your respective school).

#### Double degrees

Submit your application to your managing faculty office on your home campus.

### Privacy statement

The information on this form is collected for the primary purpose of assessing your eligibility for an overloading of your course or unit enrolment, which includes deciding whether your request will be granted, sending you related correspondence, and for any administrative duties relating to the assessment of compliance with enrolment policies and procedures. If you choose not to complete all the questions on this form it may not be possible for your application to be assessed. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information, please contact the University Privacy Officer at: [privacyofficer@monash.edu](mailto:privacyofficer@monash.edu).

<b>RECEIVED</b>									
Please retain this copy as proof that your application has been submitted.									
<b>Student ID</b>									
<b>Faculty Stamp</b>									
<b>Date</b>									

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## Request to Overload Semester Enrolment form

Section A Personal details										
Student ID										
Course code					Course name					
Family name					Given name(s)					

Section B Overload checklist	
Please check that you meet the requirements for the granting of an overload to your semester enrolment by ticking the boxes below. I have:	
1. a 60% credit average, or higher, in my last academic year. Failed units are included. <input type="checkbox"/>	2. completed at least 8 units (48 credit points) in 12 months at Monash University. <input type="checkbox"/>

Section C Overload details				
List the unit for which you are requesting a semester overload.				
Unit code	Unit title	Teaching period	Campus	Class type
State the reason(s) for requesting a semester overload:				
.....				
.....				
.....				
.....				
.....				

Section D Student's acknowledgement, agreement and consent	
<ul style="list-style-type: none"> <li>I understand that I cannot apply for Special Consideration on the basis of academic pressure due to overloading this semester.</li> <li>I have read the university's student privacy collection statement and authorise the university to release personal information as per the statement.</li> <li>If tuition fees are paid by an organisation registered with Monash as a sponsor, I authorise the university to release fee and academic progress information to my sponsor.</li> <li>If under 18 years of age, I authorise the university to release academic progress information to my Monash approved caregiver.</li> <li>I agree to be bound by the statutes, regulations, policies and procedures of the university as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.</li> <li>I consent to receiving electronically, information and business documents relating to my enrolment from the university and from university owned companies that provide support services to students on behalf of the university.</li> <li>I agree to access the correspondence of my Monash University student email account on a regular basis.</li> </ul>	
Signature	Date / /

Section E Office use only							
<input type="checkbox"/> Approved		<input type="checkbox"/> Not approved		<input type="checkbox"/> Student notified (via email/in person)			
Comments: .....				<input type="checkbox"/> Person note (ENRF3070) updated			
.....				<input type="checkbox"/> Unit added (ENRF3000) and unit rules waived			
.....				<input type="checkbox"/> Application uploaded to TRIM			
Assessed by		Date	/ /	Processed by		Date	/ /