

# APPLICATION FOR REDUCED STUDY LOAD

## INFORMATION FOR STUDENTS

Please read the information below before completing the form.

- Applications for reduced study load can only be approved for one trimester .
- Applications for reduced study load must be submitted before the commencement of the trimester.
- A reduced study load can only be granted:
  - For compelling and compassionate reasons; or
  - If the subject/s you need to complete your course is not being offered that trimester.
- A reduced study load will not be granted for:
  - Students undergoing financial difficulties; or
  - Academically 'at risk' students.
- Summer break will only be granted if you have:
  - Successfully completed a full-time study load for your course in Trimesters 1 and 2 in the same academic calendar year;
  - Been satisfactorily progressing through your course; and
  - No outstanding fees owing to KBS and/or any unreturned library resources.
- You are still required to complete your course within the duration stated on your CoE.
- Please attach the latest copy of your study plan that has been provided by the Student Experience team (not applicable for Summer Break).

**USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.**

## STUDENT DETAILS

Family name		Given name(s)	
Date of birth (dd/mm/yyyy)	Student ID		
Course		Specialisation/Stream	

## REDUCED STUDY DETAILS

Reason for Reduced Study Load (please tick):  Medical  Personal  Summer Break  Other

Please provide details to support your reason for a Reduced Study Load, ensure that all relevant documents, including study plan (for all applications except Summer Break), are attached.

Trimester applied for (please tick):  Trimester 1  Trimester 2  Trimester 3 Year (yyyy)

Student signature Date (dd/mm/yyyy)

## OFFICE USE ONLY

Form received date (dd/mm/yyyy)	Received by	Decision outcome (please tick)	
		<input type="checkbox"/> Approved <input type="checkbox"/> Declined	
Reason for outcome	Decision Maker	Date (dd/mm/yyyy)	

**Privacy:** Kaplan Business School collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our **Privacy Policy** including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer at [privacy@kaplan.edu.au](mailto:privacy@kaplan.edu.au) for more information.

Return this form to your Kaplan Business School Student Experience Team:

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