



## APPLICATION FOR COURSE OVERLOAD

### Information for Students

1. This form is to be used by students who are currently enrolled at SITCM for permission to overload a semester enrolment. Overloading is to enrol in more than the standard number of units of study in each year. The standard full-time SITCM enrolment load is 4 units of study (40 credit points) per semester. Students wishing to overload must complete and lodge an application at the Administration Office **1 week before the Census Date**.
2. If you wish to take on a 5 unit of study (50 credit points) study load, you must recognise that you are taking on an extra load that will impact on your studies for your course.
3. **Overloading will not be accepted as a reason for an extension or special consideration.**
4. **If you decide you do not wish to proceed with the overload, you will need to ensure you withdraw from the relevant unit of study prior to the Census Date.**
5. Return the completed form and any supplementary documents to the Administration Office in-person or via email to [administration@sitcm.edu.au](mailto:administration@sitcm.edu.au).

### Office Use Only – Attach a copy of the student’s academic transcript

Name:

Signature:

Date received:

### Student Details

Name:

Student ID:

Email:

Phone:

### Current Enrolment – Please list the unit(s) of study in which you are currently enrolled.

Unit Code	Unit Name	Pre-requisite Unit Code	Mark achieved for Pre-requisite Unit

Enrolment Request – Please list the unit of study that you wish to add to your enrolment.			
Unit Code	Unit Name	Pre-requisite	Mark achieved for Pre-requisite

**Reasons for Overload**

Please set out the reasons for requesting an overload and any factors which you believe will allow you to be successful in studying this unit of study.

**Student Declaration**

In making this application I declare that I understand that I am taking on an extra load that will impact on my studies for all my units of study. I understand that overloading will not be accepted as a reason for an extension or special consideration. I understand that If I do not wish to proceed with the overload, I am aware that I need to withdraw from the relevant unit of study prior to the Census Date.

Name:

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

**Dean to Complete**

Students requesting permission to take an overload, typically, must meet the following criteria:

1. The student has no fail grades in their most recent academic semester; and
2. The student has requested an overload that appears manageable based on the student’s academic record at the time the request is made.

Approved

Not Approved  
Please state the reason for why an overload is not granted.

Name:

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