



PROCEDURE

Procedure Title

Underload Foundation Year Procedure

Parent Policy

Underload Foundation Year Policy

Preamble

This procedure applies to Foundation Year Melbourne students seeking to underload enrolment.

Definitions

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| COE | Confirmation of Enrolment |
| PRISMS | Provider Registration and International Student Management System |
| TRIM | Student file management system |
| Underload | To study less than a full time load. |

Procedure

| Ref | Steps | Responsibility |
|-----|---|------------------------|
| 1. | <p>Application to Underload Form</p> <p>Monash College will make the Application to Underload form available to students via the Monash College website.</p> | Student Administration |
| 2. | <p>Submitting An Application to Underload</p> <p>Students applying to underload must complete an Application to Underload form.</p> <p>Applications must be submitted via email to studentadmin@monashcollege.edu.au.</p> <p>Applications must include a written statement explaining the circumstances of the request and all supporting evidence available.</p> <p>Acceptable supporting documents may include:</p> <ul style="list-style-type: none"> • Medical certificate from a medical practitioner with compassionate and compelling circumstances and/or | Students |

PROCEDURE

| Ref | Steps | Responsibility |
|-----|---|---|
| | <ul style="list-style-type: none"> • Statement from a Monash University counsellor/registered psychologist • Official statement or document from your home country outlining the circumstances ie. Government official, medical practitioner • Copy of notice of Monash College intervention requiring underloaded enrolment. <p>Students may be required to meet with a Foundation Year staff member to complete their application.</p> <p>Students should consider the academic and financial implications of withdrawing from units relative to census dates.</p> | |
| 3. | <p>Approval of Application</p> <p>Applications to underload may be approved by;</p> <ul style="list-style-type: none"> • Head of Studies • Director, Foundation Year <p>Approval will be determined according to the criteria provided in Underload Foundation Year Policy.</p> | Head of Studies / Director, Foundation Year |
| 4. | <p>Notification of Outcome</p> <p>Students will be notified of the application outcome via email.</p> <p>Monash College will endeavor to provide the outcome within 10 business days of the application being submitted.</p> | Student Administration |
| 5. | <p>Changing the expected duration of Study</p> <p>Where there is a variation in a student's enrolment which may affect the student's expected duration of study, the variation and the reasons for it will be recorded in Callista.</p> <p>If the variation leads to an extension of the expected duration of study, the student must be reported via the Provider Registration and International Students Management System (PRISMS) and by issuing a new COE.</p> | Student Administration |



PROCEDURE

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| Legislation and Standards | National Code 2018 |
| Reference Policies and Supporting Documentation | Underload Foundation Year Policy |
| Responsibility for Implementation | Director, Foundation Year |
| Status | Revised |
| Key Stakeholders | <ul style="list-style-type: none"> • Director, Foundation Year • Academic Staff, Foundation Year • Student Administration Team • Students, Foundation Year |
| Approval Body | Director, Foundation Year Director, Governance |
| Date Effective | 19/02/2020 |
| Next Review Date | 19/02/2023 |
| Owner Job Title Division | Director, Foundation Year Foundation Year |
| Procedure Author | Academic Governance and Quality Manager |
| Contact | Director, Foundation Year |



PROCEDURE

Change History

| Version number | Approval date | Approved by | Brief outline of changes |
|----------------|---------------|--|--------------------------------------|
| 2.0 | 24/01/2020 | Director, Governance Director, Foundation Year | Updated to reflect current practice. |
| 1.0 | 28/09/2011 | | New Procedure |