

Application to Overload

This application is to be used by students who do not meet the overloading policy criteria and have special grounds for consideration. Please refer to following url for relevant overload policy
<http://www.policy.monash.edu/policy-bank/academic/education/awards/course-structure-policy.html>

Section A Personal Details

Student ID Number:

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Family name: _____ Given Names: _____

Telephone: _____ Email: _____

Course Code:	Course Name:
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Section B Student's Request

Please provide details of the grounds of why overloading should be approved (supply supporting documentation if necessary):

Overloading requested for: Semester ____ Year ____

Student's Signature: _____

Section C Course Director / Leader's Approval

<input type="checkbox"/> Approved <i>Course advice to be given</i>	<input type="checkbox"/> Not Approved <i>Course Director to accept form from student and forward to Faculty Student Services office</i>
Comments:	
Course Director Name: _____	Signature: _____

Please return with an Enrolment Amendment Form to Student Services on your home campus.

Berwick Campus
Level 1, Building 903
Clyde Road
Berwick 3806

Caulfield Campus
Building H, Level 6
900 Dandenong Road
Caulfield East 3145

Clayton Campus
Building 63,
Ground Floor
Wellington Road
Clayton 3168

Gippsland Campus
Room 4N, 220
Northways Road
Churchill 3842

Office use only	
Processed <input type="checkbox"/>	Comments:

The information on this form is collected for the primary purpose of assessing your application. Other purposes of collection include creating or changing enrolment records on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Information Technology to assess your application. Personal information may also be disclosed to the relevant bodies for the verification of qualifications. 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 or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.