

# Application for Permission to Enrol in an Excess Workload

The appropriate Dean or Academic Manager must grant permission in order for you to be able to enrol in an excess workload. This is not automatic. An excess workload is when you enrol in more than 75 points per semester or more than 30 points of summer school courses.

Please email this form and any additional supporting documentation to the Student Advisor in the appropriate College Office. Link to College Student Advisors: <http://www.canterbury.ac.nz/enrol/contacts/advisors.shtml>.

This form must be submitted as soon as possible after applying to enrol. You may be required to attend an interview.

<b>Full Name:</b>			
<b>Student ID number:</b>			
<b>Email Address:</b>		<b>Phone Number:</b>	
<b>Course Code(s) and Title(s):</b>			

**Please provide information in the space below on why you believe you should be allowed to enrol in an excess workload.**

The College will assess your application on the basis of your past results and workload. An excess workload will not be approved for students who have failed courses and are hoping to catch up points.

**Signed:**

**Date:**

<b>Student Advisor / HOS Recommendation:</b>	<b>Approved:</b>	<b>Yes</b>	<b>No</b>
<b>Signed:</b>		<b>Date:</b>	
<b>Dean / Academic Manager Recommendation:</b>	<b>Approved:</b>	<b>Yes</b>	<b>No</b>
<b>Signed:</b>		<b>Date:</b>	