

Application Form for Academic Approval for Credit OverLoad

Credit overload allows students to study more than the standard number of credit points per study period.

APPROVAL FOR CREDIT OVERLOAD DOES NOT APPLY TO THE FOLLOWING UNITS:

- Core Unit: Financial Markets Concepts

APPLICATION PROCESS

- Complete the Credit Overload application form.
- Confirm which units you are applying for credit overload for
- Applications, once completed, must be submitted to Program Co-ordinator (afma@mq.edu.au)
- Include all supporting documentation
- It is important to ensure that you have all required documents prior to commencing your application. If you have not provided all the required documentation, this could result in a delay in the processing of your application.

ASSESSMENT PROCEDURE

Each application is assessed on the student's:

- academic history
- reason for overload request
- combination of units the student wishes to undertake during the overloaded session.
- You will be notified of the outcome of your application via your student email account.

SUPPORTING DOCUMENTATION INCLUDES:

- Resume
- Transcripts (provide an official academic transcript from your previous institution which bears the **institution's seal and logo**.)

WHEN TO SUBMIT

- Credit overload requests must be made before term commencement.

Credit Overload Application Form:

Participant Full Name:	
Participant Position:	
Company Name:	
Manager's Name:	
Manager's Position	
Contact Phone Number:	
Contact Email Address:	
Overload request for Unit/s:	
Term:	
Reason/s for Credit Overload	
Participant acknowledgement of credit overload	I hereby acknowledge and understand the implications of credit overload and take accountability associated with participating in more than the recommended units in the Financial Markets Certificate.
Management Approval	I hereby acknowledge and approve that my employee will be participating in credit overload within the Financial Markets Certificate and hereby confirm that my employee has/will be allowed to have the bandwidth to complete the minimum of 150 hours required to complete these units simultaneously.

PARTICIPANT DECLARATION

I declare that the information I have provided on this application is true and correct.

I understand that the completion of this form is not a guarantee of entry into any units I have selected.

Student's Full Name

Student's Signature:

Date:

**Manager's Full
Name**

Manager's Signature:

Date: