UTS

REQUEST FOR PERMISSION TO RE-ENROL IN A SUBJECT AFTER THREE (or more) FAILURES

Instructions for students:

1. Complete **Section A** prior to submission to the Responsible Academic Officer (RAO) or their delegate. Supporting documentation can also be included with your submitted form.
2. Submit your completed form via the E3F faculty contact email on the UTS website. The RAO/delegate will submit your form to the Student Administration, Lifetime Learner Experience Unit and you'll be contacted once it's processed.

Section A – Student to Complete

Student ID								

Family Name: _____   **First Name:** _____

Subject No: _____   **Subject Name:** _____

In the space below, please outline:

1. The factors that affected your ability to pass this subject on your previous attempts; and

2. Details of the steps you plan to take to ensure that you successfully meet the requirements of this subject on your next attempt (subject to approval to re-enrol being granted).

Student Signature: _____   Date: _____

PRC: Enrolment is <u>not</u> to be processed if RAO approval is missing or the E3F sanction is still active.

UTS

REQUEST FOR PERMISSION TO RE-ENROL IN A SUBJECT AFTER THREE (or more) FAILURES

Section B – For completion by Responsible Academic Officer (RAO) or their delegate <u>only</u>

Student ID								

Family name: _____   **First name:** _____

Subject No: _____   **Subject Name:** _____

I understand that the above student has failed this subject three or more times. Re-enrolment is:

    Approved for the **current session (Year:**   **Session:**   **);** or

☐   Approved for a **future session (Year:**   **Session:**   **);** or

☐   Declined

Comment:

Responsible Academic Officer

Name: _____   Signature: _____   Date: _____