## Appeal Against Late Enrolment Fee 2015

Submit this form to your Student Centre or post to:
The Director  
Student Administration Unit  
University of Technology, Sydney  
P.O Box 123 Broadway, NSW 2007  
Deadline for submission of this form: 17th APRIL 2015

### PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Student Number:</th>
<th>Family Name:</th>
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Given Name(s):  
UTS Email Address:  
All correspondence regarding this application will be sent to your UTS email. It is your responsibility to check your UTS account on a regular basis.

### COURSE DETAILS

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<th>Course Name:</th>
<th>Course Code</th>
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Reason for appeal against late enrolment fee (please tick one):
Students were charged the $250 Late Enrolment Fee if they failed to enrol in at least one Autumn or Spring semester subject for 2015 during the advertised enrolment period: 27th October 2014 – 16th January 2015. If you believe there was a valid reason why you were unable to enrol during this period you should complete this form indicating the reason and attaching a letter explaining your situation.

* Failure to be aware of the requirement to enrol during the enrolment period will not be a sufficient reason to appeal your liability to pay the $250 Late Enrolment Fee.

- PENDING e-REQUEST – that was submitted during the re-enrolment period.
- CROSS-FACULTY ELECTIVE subject(s) only – not open for enrolment until after the advertised enrolment period.
- INDUSTRIAL EXPERIENCE / INTERNSHIP subject(s) only – enrolment subject to Faculty approval process. Letter/confirmation from Faculty must be provided.
- RESCINDING LEAVE OF ABSENCE – If you had approved leave of absence for the Autumn 2015 and have rescinded this after the advertised re-enrolment period.
- SPECIAL CIRCUMSTANCES beyond your control, for example serious illness. Specify the circumstances affecting your enrolment on a separate page. Independent supporting documentation must be provided.

### DECLARATION - all applicants must complete

I have read all the information on the form and declare that the details I am providing are true and complete.  
I am attaching a separate page outlining my circumstances certified copies of supporting documentation

<table>
<thead>
<tr>
<th>Date</th>
<th>Student Signature</th>
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### OFFICE USE ONLY

Recommendation: Yes No

Director’s Decision: Yes No  
Director’s Signature:

Processed Emailed  
Yes Yes

Date