

# Appeal Against Late Enrolment Fee 2017

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**

Date Received

**Deadline for submission of this form: 31<sup>st</sup> MAY 2017**

## PERSONAL DETAILS

Student Number:

Family Name:

Given Name(s):

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.

UTS Email Address:

## COURSE DETAILS

Course Name:

Course Code

C

### Reason for appeal against late enrolment fee (please tick one):

Students were charged the \$150 Late Enrolment Fee if they failed to enrol in at least one Autumn or Spring session subject for 2017 during the advertised enrolment period 17th October 2016 – 27<sup>th</sup> February 2017. 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 \$150 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- RESCINDING LEAVE OF ABSENCE** – If you had approved leave of absence for the Autumn 2017 and have rescinded this after the advertised re-enrolment period.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

Date

Student Signature

## OFFICE USE ONLY

Recommendation : Yes  No

Director's Decision: Yes  No

Director's Signature :

Processed

Yes

Emailed

Yes

Date