



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 Unit, and you'll be contacted once it's processed.

Section A – Student to Complete

Student ID								
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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 not to be processed if RAO approval is missing or the E3F sanction is still active.



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

Student ID								
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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: _____

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