



INS0046

UTS College Student ID Number

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Study Load Application

(add/drop a subject)

FEE-HELP student?
YES
NO

Please tick YES or NO

Sponsorship student?
YES
NO

If sponsorship student, an authorisation is required from your Cultural Mission or sponsor when hand this request.

Date of Birth (DD/MM/YYYY):
Family Name:
Given Names:

Sydney Contact Details

Unit No:
Street No:
Street Name:
Suburb:
Postcode:
Telephone:
Mobile:
E-mail:
Current Course:

Subject(s) you wish to add/drop:

Subject Code	Subject Name	Add or Drop

Reason to add/drop subject:

Please note:

1. Adding subject applications are only accepted from Results Release Date until 5pm Wednesday before Week 1 (the week classes commence). Dropping subject applications are only accepted before census day.
2. Before enrolment of an additional subject(s) can be approved, students must have passed the pre-requisite subjects where applicable.
3. Applications to add an additional subject(s) must be assessed and approved.
4. Enrolment in additional subject(s) will require additional tuition fees to be paid before re-enrolment (does not apply to FEE-HELP students).

Student signature:

Date (DD/MM/YYYY):

By checking this box, I agree to my submitted application being processed, and the Terms & Conditions at the end of this form.

For students under 18 years of age:

Parent/Guardian signature:

Date (DD/MM/YYYY):

* Homestay hosts are not permitted to sign as parents or guardians.

By checking this box, the parent/guardian agrees to the submitted application being processed, and the Terms & Conditions at the end of this form.

Student Success Adviser
Name:

Application supported by a
Student Success Adviser?

YES

NO

Student Success Adviser
Signature:

Date (DD/MM/YYYY):

Lodging the Signed Form

Scan the Signed Form and Email (Preferred Lodgement Method) studentcentre@utscollege.edu.au

In Person UTS College
UTS Building 5, Block C, Level 1 (Ground Floor)
1-59 Quay Street, Haymarket

OFFICE USE ONLY

Application received by: _____

Date recieved: _____

Application approved

Application rejected

Email

Phone

In person

Notes: _____

UTS College Limited ABN 39 001 425 065 | CRICOS Provider Code: 00859D / TEQSA

V12022, Provider Category:

Institute of Higher Education | University of Technology Sydney CRICOS Provider Code: 00099F / TEQSA

V12060,

Provider Category: Australian University | UTS College Limited is a controlled entity of the University of Technology Sydney (UTS), and as an institute of higher education, UTS College Limited provides pathway courses to UTS. **Version March 2025** 1306086038_0325

Terms & Conditions

Students:

By submitting this form, I acknowledge and agree to the following.

- a) To the best of my knowledge, the information provided in this form is true and correct.
- b) I have read, understood and accept the conditions (if any) set out in the form.
- c) I am authorised to disclose the personal and sensitive information (as applicable) provided in this form and acknowledge that such information (including my own) will be collected, used, stored and disclosed in accordance with the UTS College privacy policy, available [here](#).
- d) I will be responsible for managing the extra workload and maintaining my performance/GPA if the adding subject application is approved.

I understand that a Study Success Adviser signs this form to support the application for me to add extra subjects to my course. I acknowledge and agree that I have read and support the application to add extra subject(s).

Students under 18:

For parents/guardians if the student is under 18:

By submitting this form, I acknowledge and agree to the following.

- a) I am the parent/guardian of the student to which the form relates.
- b) To the best of my knowledge, the information provided in this form is true and correct.
- c) I have read, understood and accept the conditions (if any) set out in the form.
- d) I am authorised to disclose the personal and sensitive information (as applicable) provided in this form and acknowledge that such information (including my own) will be collected, used, stored and disclosed in accordance with the UTS College privacy policy, available [here](#).

I understand that a Study Success Adviser signs this form to support the application for a student to add extra subjects to their course. I acknowledge and agree that I have read and support the application to add extra subject(s).