# UTS Insearch
UNIVERSITY OF TECHNOLOGY SYDNEY

INS0046

**UTS Insearch Student ID Number**

# Application to add extra subject

**FEE-HELP student?** ☐ YES ☐ NO
Please tick YES or NO

**Scholarship student?** ☐ YES ☐ NO    If scholarship 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:

| Subject Code | Subject Name |
|---|---|
|  |  |
|  |  |

**Reason to add subject:**

# Please note:

1. **Applications are only accepted from Results Release Date until 5pm Monday of Week one.**
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):**

For students under 18 years of age:
**Parent/Guardian Signature:**
* Homestay hosts are not permitted to sign as parents or guardians.

**Date (DD/MM/YYYY):**

**Study Success Adviser Name:**

**Study Success Adviser Signature:**

**Application supported by a Study Success Adviser?**  ☐ **YES**  ☐ **NO**

**Date (DD/MM/YYYY):**

# Lodging the Signed Form

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

**In Person**   Ground Floor,
187 Thomas Street
Sydney NSW 2000
Australia

# OFFICE USE ONLY

**Application received by:** _____   **Date recieved:** _____

☐   **Application approved**        ☐   **Application rejected**

**Student notified by:**   ☐ **Email**   ☐ **Phone**   ☐ **In person**

**Notes:** _____