

APPLICATION FOR PERMISSION TO RE-ENROL FOLLOWING REFUSAL OF ENROLMENT



THE UNIVERSITY OF QUEENSLAND AUSTRALIA

Please read procedures on page 2 before completing this form.

RETURN THIS APPLICATION TO A STUDENT CENTRE OR POST TO: Exclusions Officer, The University of Queensland, Brisbane Qld 4072

OFFICE USE ONLY
Received at UQ- Date Stamp

Student Number								
Telephone Number	Area Code		Local Number					

Family Name: _____ First Name: _____ Title: _____

Postal Address: _____

I wish to apply for permission to enrol following refusal of enrolment in the following program:

In which program (e.g. BE, BSc/BA)? _____

What semester and year do you want to return to study? _____

Basis of Application

- Attach a separate sheet setting out the grounds on which you believe you should be permitted to re-enrol.
 - describe the factors which led to your refusal of enrolment;
 - explain the steps you have taken to remove impediments to your academic performance since you were warned or last refused enrolment under the provisions of these rules; and
 - if you have previously had conditions set by the executive dean under the provisions of these rules, explain how you have satisfied these conditions.
- Sign and date your attached submission.
- Attach all available documentary evidence (e.g. medical certificate, letter from counsellor, notice from employer) to support any claims you make, in order to ensure your case to be fully considered.

UNIVERSITY USE ONLY (Faculty to tick decision box)

1. DECISION OF EXECUTIVE DEAN OF FACULTY (OR DELEGATE)

		Program		
Signature	Date	<input type="radio"/>	PERMITTED	<input type="radio"/>
				NOT PERMITTED

Faculty to list below (or attach separately) conditions and timeframes (if any) imposed AND/OR reasons for refusal:

2. DECISION OF EXECUTIVE DEAN OF FACULTY (OR DELEGATE) WHERE APPLICABLE FOR DUAL PROGRAMS

		Program		
Signature	Date	<input type="radio"/>	PERMITTED	<input type="radio"/>
				NOT PERMITTED

Faculty to list below (or attach separately) conditions and timeframes (if any) imposed AND/OR reasons for refusal:

APPLYING FOR PERMISSION TO RE-ENROL FOLLOWING REFUSAL OF ENROLMENT

This form is to be used by students who are currently refused enrolment by The University of Queensland under the Enrolment and Academic Progression Rules (available at www.uq.edu.au/myadvisor/rules).

A. APPLYING FOR PERMISSION TO RE-ENROL FOR ALL STUDENTS

Step 1 Complete the *Application for Permission to Re-enrol Following Refusal of Enrolment* form.

Please note:

- You must apply for permission to re-enrol to the program for which you are refused enrolment.
- In your request for re-enrolment, which you **must attach** to your application form, you should:
 - describe the factors which led to your refusal of enrolment;
 - explain the steps you have taken¹ to remove impediments to your academic performance since you were warned or last refused enrolment under the provisions of these rules;
 - if you have previously had conditions set by the executive dean under the provisions of these rules, explain how you have satisfied these conditions; and
 - provide any relevant supporting documents.
- Assistance in completing your *Application* is available from –
 - the Education and Student Advocate at the UQ Union (jasonc@uq.edu.au); and
 - the Student Centre on your campus.
- Please note that Student Services is able to assist you to address issues that may have impacted on your academic performance and to develop strategies intended to improve your learning outcomes.

Step 2 Submit application.

- If you were **refused enrolment in the most recent semester**, you must submit your application by the due date indicated in your notice of refusal of enrolment.
- If you were **refused enrolment in an earlier semester** and have interrupted your studies for a period of time, submit your application no later than the enrolment due date (as stated in the Enrolment Guide) of the semester in which you wish to study. However, it is recommended you submit your application earlier than this date in order to allow sufficient time for any appeal period, should your application be refused, in which case lodgment of your application 8 weeks prior to the start of semester is recommended. NOTE: Any applications received after the closing date for enrolment will be processed for enrolment in the subsequent semester.
- As part of considering your application, your faculty may require you to attend an interview.
- You may enrol and continue your studies while your application for permission to re-enrol is being considered.

Step 3 If the executive dean approves your application you will be notified of the outcome and if not already activated your access to enrol on mySI-net will be reactivated (my.uq.edu.au). If you require assistance with your username and/or password, telephone Information Technology Services on (07) 3365 6000.

If the executive dean does not approve your application:

- You will be ineligible to seek re-enrolment until the same semester of the following year unless overturned on appeal.²
- To apply for permission to re-enrol in the future, you will need to lodge an *Application for Permission to Re-enrol Following Refusal of Enrolment* form by the enrolment due date for that semester. Please note, it is preferable to make such an application 8 weeks prior to your intended return to study to allow time for any appeal period, should your application be refused.

B. FIRST YEAR UNDERGRADUATE STUDENTS OR UNDERGRADUATE STUDENTS CHANGING PROGRAM

- If you have not retained your place in your program, in addition to applying for permission to re-enrol, you need to apply for a place in the program through the Queensland Tertiary Admissions Centre (QTAC).
- To determine whether you have retained your place check the Admission Rules (available at www.uq.edu.au/myadvisor/rules), or contact Admissions Section or your Faculty Office.

C. INTERNATIONAL STUDENTS

If you are an international student, you are reminded that satisfactory progress is a condition of your student visa. If you are refused enrolment under these rules, and you have exhausted your avenues for appeal with The University, you may refer your case to the Office of the Queensland Ombudsman. You must advise The University within 10 working days of the date of the letter advising the decision of the Senate Student Appeals Committee, that you have lodged an appeal with the Office of the Queensland Ombudsman. The University must report poor academic performance to the Department of Immigration and Citizenship (DIAC) once all avenues of appeal have been exhausted. You will then have 28 days in which to contact DIAC, who has the authority to cancel your visa, to outline your circumstances.



Linda Bird, Academic Registrar

FOR FURTHER INFORMATION CONTACT:

Exclusions Officer
Telephone: (07) 3365 2600
International: +61 7 3365 2600
Facsimile: (07) 3365 6152
Email: exclusions@uq.edu.au

¹ For example, you may have reduced your hours of part time employment, developed a study plan in conjunction with a learning advisor to address time management problems, received treatment for a medical condition that had impacted upon your studies, undertaken studies at another institution to improve your knowledge in a particular area of weakness, etc.

² For example, if you were refused re-enrolment for Semester 2 in one year, the earliest you will be able to seek re-enrolment is in Semester 2 of the following year.