

Application for Reinstatement of Enrolment

Personal Details

Given Name/s _____ Family Name _____

Student ID Number: _____

Reinstatement Details

Degree enrolled in: _____

Note: If approved, you must be reinstated into all units you were enrolled in at the time of cancellation; no partial reinstatements will be approved. The outcome of your application will be sent to your UTAS email address. You should then confirm your enrolment via [eStudent](#).

Applications must be submitted within 10 working days of enrolment cancellation. Late applications may not be approved.

Student Declaration and Signature

- I have paid all outstanding fees relating to my account and attached a copy of my receipt.
or
 I have submitted a HECS-HELP or FEE-HELP form with my Tax File Number to defer my fees ([eligible students only](#))

I declare that:

- I have read the attached Guidelines for Reinstatement of Enrolment.
- I understand that MyLO access will not be reinstated until my application is approved and processed.
- I understand that I am responsible for catching up on any classes or assessments I may have missed whilst my enrolment was cancelled.

Signature _____ Date / /

**Complete and return this form to U.Connect@utas.edu.au
or in person to a UConnect location on your campus**

You will be advised of the outcome of your application by email to your
University of Tasmania email account

UConnect Staff Use Only

Received By Date

Please forward to the **Fees Team** for assessment and processing

Guidelines for Reinstatement of Enrolment

Why has my enrolment been cancelled?

Your enrolment has been cancelled as payment for your tuition fees was not received by the due date. Check your University of Tasmania email address for correspondence regarding your cancellation.

More information regarding fees and due dates can be found here:
<http://www.utas.edu.au/fees/fees-and-charges>

How do I have my enrolment reinstated?

To have your enrolment reinstated you must complete the following steps within 10 working days of the cancellation:

1. Pay all outstanding fees for the cancelled units.
If you do not know how much to pay call U Connect –1300 826 663 / +61 3 6226 6111
2. Complete the Application for Reinstatement of Enrolment form.
Please note that you can only request reinstatement for units that you were enrolled in at the time of cancellation. You must also be reinstated into all units that were cancelled - no partial reinstatement is permitted.
3. Email your Application for Reinstatement of Enrolment form with your payment receipt to U.Connect@utas.edu.au or deliver in person to a U Connect location on your campus.

Important information for International Student Visa holders: In order to satisfy the conditions of your visa you must remain enrolled in a CRICOS registered course and maintain a study load which will ensure you complete your studies within the duration of your Confirmation of Enrolment (CoE). In addition, you must maintain satisfactory attendance in your course and course progress for each study period as required by the University of Tasmania, and must continue to satisfy the requirements for grant of your student visa including sufficient financial capacity to support your study and stay in Australia. If you are unable to meet any of these conditions please contact an [International Student Advisor](#) to discuss your options.

Further information on the conditions which apply to your student visa can be found on the Department of Home Affairs website: <https://www.homeaffairs.gov.au/>

Where do I submit my application?

Your application must be submitted to U.Connect@utas.edu.au or by you at a UConnect location on your campus.

How can I ensure my application will not be rejected?

Follow the 3 steps above under 'How do I have my enrolment reinstated', and ensure your application is submitted within 10 working days of cancellation.

I paid my fees on time, why was I cancelled?

It is your responsibility to check your payments have been received. You can log into [eStudent](#) and click on the Fees tab to check your fees and payments. If you believe you paid your tuition fees by the due date, please email U.Connect@utas.edu.au to provide copies of receipts showing payments made on or prior to the due date, or visit a UConnect location on your campus with your receipts.

I have submitted my application, what happens next?

Once your application has been submitted, it will be passed to the Fees Team, who will consider your request for reinstatement. You will be advised of the outcome as soon as possible, by email to your University of Tasmania email account. If your application is approved you should check [eStudent](#) to confirm that your enrolment is correct.