UTA INSTITUTE OF TECHNOLOGY

# Request to Change Timetable

Student administration | Fillable form

Complete the applicable sections, attach supporting evidence, sign and save a copy. Submit to admin@utait.edu.au or Student Administration at 58 Newlands Road, Reservoir VIC 3073. Use DD/MM/YYYY for dates.

## 1 Student and course details

**Student full name**

**Student ID**

**Date of birth (DD/MM/YYYY)**

**Phone / mobile**

**Email address**

**Course code and title**

**Student category**

○ Domestic ○ International

**Course start date**

**Current course end date**

## 2 Requested timetable change

**Effective date requested**

**Current class days and times**



UTA Institute of Technology Pty Ltd | RTO 41121 | CRICOS 04064G

58 Newlands Road, Reservoir VIC 3073 | 03 9462 3464 | utait.edu.au

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**Requested class days and times**

**Reason**

- [ ] Provider timetable change
- [ ] Approved leave / suspension
- [ ] Medical / support needs
- [ ] Family / personal circumstances
- [ ] Work arrangements (subject to study obligations)
- [ ] Other

**Explain your circumstances and supporting evidence**

**Affected units / assessments and proposed catch-up plan**

Requests depend on class availability, training requirements and your approved study plan. A request based on employment does not override scheduled training, attendance requirements or visa conditions. Continue your current timetable until the approved change is confirmed.



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## 3 Student declaration

I confirm that the information supplied is accurate to the best of my knowledge and that the attached documents are genuine. I request this timetable change and understand that UTAIT will issue a revised timetable / training plan if approved.

UTAIT uses this information to administer enrolment, training and support. It is handled under UTAIT's Privacy Policy and disclosed only with authority or as required by law. Contact Student Administration to request access or correction.

**Confirm before signing**

☐ I have read and confirm the declaration above.

**Student signature / typed full name**

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

For paper submission, sign by hand. For electronic submission, type your full name and tick the declaration. Keep a saved copy.



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## 4 Office use only

**Date received**

**Received by / position**

**Decision / status**

Approved  Not approved  Pending information

**Reasons, conditions and evidence considered**

**Authorised officer name / position**

**Signature / typed name and date**

**Written outcome sent: date / method**

**Appeal information supplied: date / N/A**

**Student file / SMS updated: date / initials**

**PRISMS action / date / N/A**

**Finance / fee adjustment reference / N/A**

**Agent notified (if authorised): date / N/A**