

Request to Retain Scholarship

UTS scholarship recipients should use this form to request approval to waive a condition of the scholarship (eg. reducing study load, taking leave of absence, etc) due to exceptional circumstances.

Student Name			
Student Number		Session & Year	
Name of Scholarship			

What is the purpose of this request?

- Full-time enrolment load across Summer, Autumn and Spring sessions
- Reduced study load to part-time
- Leave of absence (if approved, Leave of Absence will only be granted one session at a time)
- Transfer to another degree
- Did not meet the required academic eligibility requirements
- Other - Notify UTS of circumstances affecting study and/or scholarship

Please outline the circumstances of your request.

Include supporting documentation where appropriate.

Explain how approval of this request will assist you. How do you expect to meet the Conditions of Award of your scholarship in the future (where applicable)?

Declaration

I have provided a true and full account of my situation.

Signature: _____ Date: _____

Notification of outcome:

You may be required to attend a meeting with UTS Scholarships to support this application. Once your request has been assessed, UTS Scholarships will notify you in writing of the outcome. The notification of outcome will explain how your scholarship will be affected and any further actions to undertake with your faculty or the Student Centre.

UTS Scholarships use only

Outcome			
Approved by (print)			
Position			
Signature		Date	