



PERSONAL DETAILS (To be completed by all students)

(Please complete using blue or black ink)

FAMILY NAME _____ GIVEN NAMES _____

CONTACT NUMBER _____ STUDENT NUMBER _____

PROGRAM NAME _____ PROGRAM CODE _____

SCHOOL _____ HOME CAMPUS CODE _____

ACADEMIC CAREER Prep TAFE Undergraduate Postgraduate Research

Are you an international student? YES NO

N.B. Under Department of Immigration and Citizenship (DIAC) regulations, international students are required to complete their program within the expected duration.
See www.rmit.edu.au/international/esosstudent for further details

ENROLMENT VARIATION FORM

CHANGE OF ENROLMENT DETAILS

Are you enrolled in more than one program? YES NO

Are you changing your load? (If yes, please tick appropriate box) Full time Part time

CLASS DROPS (Withdrawals)

Subject Area	Catalogue No.	Term	Course Title	Class No.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CLASS ADDITIONS

Subject Area	Catalogue No.	Term	Course Title	Class No.	Fund Source
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

OFFICE USE ONLY

Remove Material Fees

Course Catalogue Code	Materials Fee Code	Fees
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If adding materials fees please complete and attach a Voluntary Material and Other Fees form

AUTHORISATIONS

(N.B. Home School and Service Course Enrolments MUST be authorised)

I understand that I will remain liable for **all fees** if this duly authorised form is not received at the hubs or school office by the specified deadline.

Student Signature _____ Date (DD/MM/YY) _____

Signature of Authorising Officer – Home School _____ Date (DD/MM/YY) _____

Signature of Authorising Officer – Service School _____ Date (DD/MM/YY) _____

Office date stamp

Students must retain the signed and date stamped copy for their records

ACADEMIC CAREER

UGRD	Higher Education undergraduate <i>Bachelor and Honours level programs</i>
PGRD	Higher Education postgraduate <i>Masters by Coursework, Graduate Diploma and Graduate Certificate level programs</i>
RSCH	Higher Education research <i>Masters by Research, Doctor of Philosophy level programs</i>
TAFE	TAFE (Technical and Further Education) <i>Advanced Diploma, Diploma, Certificate level programs</i>
PREP	Preparatory and Adult VCE students <i>Providing entry to Higher Education or TAFE programs such as Foundation Studies</i>

ACADEMIC TERM

TERM CODE DESCRIPTION

0700	Summer Semester 2007
0705	Semester 1 2007 – TAFE
0710	Semester 1 2007 – HE
0745	Semester 2 2007 – TAFE
0750	Semester 2 2007 – HE
0780	Spring Semester 2007
0800	Summer Semester 2008
0805	Semester 1 2008 – TAFE
0810	Semester 1 2008 – HE
0845	Semester 2 2008 – TAFE
0850	Semester 2 2008 – HE
0880	Spring Semester 2008
0900	Summer Semester 2009
0905	Semester 1 2009 – TAFE
0910	Semester 1 2009 – HE
0945	Semester 2 2009 – TAFE
0950	Semester 2 2009 – HE
0980	Spring Semester 2009

Note: The last two digits of the year are the first two digits of the term code e.g. 0805 = 2008