

Student information

Student number _____ Home campus _____

Family name _____ Given name/s _____

Program name _____ Program code _____

School _____

Are you an onshore international student? No Yes

NB. Under Department of Immigration and Border Protection regulations, onshore international students are required to complete their program within the expected duration.

CHANGE OF ENROLMENT DETAILS

Are you enrolled in more than one program? No Yes You must complete a separate form for each program in which you want to vary your enrolment.

Are you changing your load? No Yes, changing to full-time Yes, changing to part-time

CLASS DROPS (Withdrawals)

Course code	Semester	Course title	Class no.

CLASS ADDITIONS

You must have completed an enrolment checklist for the academic year to add classes/courses. You are not permitted to add classes/courses while you have an outstanding debt to the University. If you want to enrol in a vocational education program you must have created and supplied your USI and completed an evidence of eligibility assessment (if required) before submitting this form.

Course code	Semester	Course title	Class no.	Fund source

Your enrolment variation cannot be processed via Enrolment Online because:

- it exceeds your approved academic load
- there is an Enrolment Online outage
- this is the only course in which you are enrolled
- the program does not offer online enrolment.
- the last day to add has passed

AUTHORISATIONS NB. Home school/college and service course enrolments MUST be authorised.

Forms for vocational education and preparatory programs must be signed by both the student and the school. For more information on enrolment deadlines, please refer to www.rmit.edu.au/students/importantdates.

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

Student signature _____ Date (dd/mm/yyyy) _____

Signature of authorising officer – home school/college _____ (Print name) _____ Date (dd/mm/yyyy) _____

Signature of authorising officer – service school/college _____ (Print name) _____ Date (dd/mm/yyyy) _____

RMIT Connect date stamp

Students must retain the signed and date stamped copy of this form for their records.

ACADEMIC CAREER

UGRD	Higher education undergraduate <i>Bachelor and honours level programs</i>
PGRD	Higher education postgraduate <i>Master by coursework, graduate diploma and graduate certificate level programs</i>
RSCH	Higher education by research <i>Master by research, doctor of philosophy level programs</i>
VE	Vocational education <i>Advanced diploma, diploma, certificate level programs</i>
PREP	Preparatory and Adult VCE students <i>Providing entry to higher education or vocational education programs such as Foundation Studies</i>

RMIT SEMESTER

Term code	Description
1605	Semester 1 2016 – Vocational education
1610	Semester 1 2016 – Higher education
1645	Semester 2 2016 – Vocational education
1650	Semester 2 2016 – Higher education
1705	Semester 1 2016 – Vocational education
1710	Semester 1 2016 – Higher education
1745	Semester 2 2016 – Vocational education
1750	Semester 2 2016 – Higher education

Note: The last two digits of the year are the first two digits of the term code, e.g. 1605 = 2016

MORE INFORMATION

Student services and amenities fee (SSAF)

Adding and dropping classes before the relevant census date may affect the amount of SSAF you are charged for that semester. You will remain liable for your SSAF if you drop classes after the relevant census date. For more information go to www.rmit.edu.au/programs/fees/ssaf.

HECS-HELP, FEE-HELP, VET FEE-HELP and SA-HELP

If you have elected to defer payment of your fees through HECS-HELP, FEE-HELP, VET FEE-HELP and/or SA-HELP you will remain liable for outstanding fees if you drop classes after the relevant census date. Go to www.rmit.edu.au/students/hecsusdates or www.rmit.edu.au/students/vocational-census-dates.

Students with outstanding debts

If you have an outstanding debt to the University you will be restricted from:

- enrolling in a new academic program
- enrolling in a new academic year and/or semester of study
- adding any additional classes/courses to your current enrolment load.

These restrictions will apply until the debt has been cleared in full.

This practice aims to minimise your potential to incur a larger debt until your current outstanding amount has been cleared.

If you have an outstanding debt you may drop classes/courses from your current enrolment by submitting an *Enrolment variation* form to RMIT Connect. Classes/courses that are dropped prior to the relevant census date will not incur fees, however, you will remain liable for any classes/courses dropped after the census date.

The only exceptions to this will be in cases where the debt is in dispute. In such cases you will be advised by RMIT Connect to put your case in writing and attach your letter to your completed *Enrolment variation* form. This documentation will be referred to the Senior Manager, Enrolment and Student Records, for investigation and subsequent decision.

Fee refunds

If eligible, you may obtain an *Application for refund of fees* form from www.rmit.edu.au/students/forms. If you are entitled to a reversal of materials fees you are required to contact your school. For more information about credit balance and refunds go to www1.rmit.edu.au/students/fees.

Enrolment Online

If your program enrolls online, you should be aware of the scheduled times Enrolment Online will be closed each year. Your *Enrolment variation* form cannot be processed if you have not previously enrolled for the relevant academic year or completed your enrolment checklist online.

Leave of absence

To add classes after an approved leave of absence you must have completed an enrolment checklist for the academic year to which the enrolment belongs.

If you had not enrolled prior to taking an approved leave of absence, you must complete your enrolment checklist prior to submitting an *Enrolment variation* form to add classes for that academic year. If you enrolled prior to taking an approved leave of absence you do not need to complete another enrolment form to add classes for that academic year.

You should not attend classes in which you are not formally enrolled.

Online information

Current students:	www.rmit.edu.au/students	Census dates:	HE: www.rmit.edu.au/students/hecsusdates
Academic calendars:	www.rmit.edu.au/students/importantdates		VE: www.rmit.edu.au/students/vocational-census-dates
Student forms:	www.rmit.edu.au/students/forms	Fees and payments:	www1.rmit.edu.au/students/fees

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