



Please complete using blue or black ink and write above the line.

PERSONAL DETAILS

Student number Date of birth (DD/MM/YY) Full name Program name Program code Campus/location Academic career: TAFE Undergraduate Postgraduate Research

Cancellation of enrolment (offshore programs only)

This form is for students studying in RMIT programs delivered offshore only. You must read the information on the following page before completing this form. Lodge the completed form with your partner institution.

Name of program/s to be cancelled Program code

Are you enrolled in another RMIT program that you do not wish to cancel? If yes, please list below. Yes No

Program name Program code

ENROLMENT CANCELLATION DETAILS (student to complete - see information on the following page about academic terms.)

I wish my cancellation of enrolment to take effect in term:

Classes will be cancelled from the date the form is received by the partner institution, as evidenced by the stamped date on this form. Students will incur an academic penalty and may be financially liable for fees if the Cancellation of Enrolment form is received after the relevant deadline.

Please see your local institution for information about relevant deadlines.

My reason for cancellation of enrolment is: (tick one box only)

- academic difficulties, tuition fees too high, other RMIT program, program not what expected, illness, travelling overseas, financial, support difficulties, offshore to onshore program transfer, personal, work commitments, other, visa not granted, English language difficulties, dissatisfaction with program, family

STUDENT DECLARATION

- 1. I understand that I may remain liable for all fees if I do not formally cancel my enrolment prior to the relevant deadline. 2. I understand that the effective date is the date this form is received by the local administrator (as evidenced by the institution stamp). 3. I have read and understood the information on the following page of this form. 4. I have retained a stamped copy of this form as evidence of submission. 5. I understand that should I change my mind/reverse my decision I will be required to apply via standard application processes.

Student signature Date (DD/MM/YY)

OFFICE USE ONLY

Has student received a stamped copy of this form? Yes No

Date of receipt at offshore location

Date stamp

Students considering cancelling their enrolment are advised to attend their partner institution for prior consultation.

Suspension of studies procedure

Detailed information regarding the RMIT *Suspension of studies procedure* may be obtained from www.rmit.edu.au/policies

Effective dates

The effective date of submission is the date this form is received by the partner institutions.

Financial liability

If students do not formally cancel their enrolment prior to the relevant deadline they may incur a financial penalty for their course enrolments. Students who have not officially withdrawn by the relevant deadline will remain liable to pay for the study they have enrolled in, even if they are no longer attending classes. Please see the relevant deadlines of your partner institution.

Fee refunds

Please see the fee refund information for your partner institutions.

Form submission

Forms should be lodged with your partner institution.

ACADEMIC CAREER

- UGRD Higher Education undergraduate
Bachelor and honours level programs

- PGRD Higher Education postgraduate
Master by coursework, graduate diploma and graduate certificate level programs

- RSCH Higher Education research
Master by research, doctor of philosophy level programs

- TAFE TAFE (Technical and Further Education)
Advanced diploma, diploma, certificate level programs.

Offshore Academic Term Codes

- | | | | |
|------|-------------|------|-------------|
| 1020 | Term 1 2010 | 1120 | Term 1 2011 |
| 1030 | Term 2 2010 | 1130 | Term 2 2011 |
| 1060 | Term 3 2010 | 1160 | Term 3 2011 |
| 1070 | Term 4 2010 | 1170 | Term 4 2011 |