### PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Student number</th>
<th>Date of birth (dd/mm/yy)</th>
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<tr>
<th>Family name</th>
<th>Given names/s</th>
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<tr>
<th>Program name</th>
<th>Program code</th>
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**Academic career** □ Undergraduate □ Postgraduate

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**This form is for students studying in RMIT programs delivered at RMIT University Vietnam.**

You must read the information on page 2 before completing this form.

Lodge the completed form at Student Services at your local campus.

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### Change of enrolment details

#### Class drops (Withdrawals)

<table>
<thead>
<tr>
<th>Semester code</th>
<th>Subject area</th>
<th>Catalogue no.</th>
<th>Course title</th>
<th>Class no.</th>
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#### Class additions – You must have completed an enrolment for the academic year to add class/courses.

For more information please see page 2.

<table>
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### Student declaration

1. I understand that I will remain liable for all fees if this duly authorised form is not submitted by the specified deadline.
2. I understand that the effective date is the date this form is received by RMIT University Vietnam.
3. I have read and understood the information on page 2 of this form.
4. I have retained a stamped copy of this form as evidence of submission.

For more information on enrolment deadlines please refer to the academic calendar at [www.rmit.edu.vn/282_ENG_HTML.htm](http://www.rmit.edu.vn/282_ENG_HTML.htm).

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**Signature of student**  
Date (dd/mm/yyyy)

**Signature of authorising school officer**  
(Print name)  
Date (dd/mm/yyyy)

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Owner: Enrolments and Records  
Enrolment variation form (Vietnam programs only)  
1011 Page 1 of 2
Enrolment variation

To add classes after an approved leave of absence you must have completed an enrolment 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 prior to submitting an Enrolment variation form to add classes for that academic year.

If you had 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.

Effective dates

The effective date of submission is the date this form is received by RMIT University Vietnam, as evidenced by the University stamp.

Students with outstanding debts

Any student who has an outstanding debt to the University 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 their current enrolment load.

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

This practice aims to minimise the student's potential to incur a larger debt until their current outstanding amount has been cleared.

Students with an outstanding debt may drop classes/courses from their current enrolment by submitting an Enrolment variation form to their nearest Student Services. Classes/courses that are dropped prior to the relevant census date will not incur fees, however, students will remain liable for any classes/courses dropped after the census date.

Fee information and refunds

For information please refer to the Schedule of fees and charges on the Current students Tuition fees web page at www.rmit.edu.vn/2095_ENG_HTML.htm.

Form submission

A completed Enrolment variation form must be submitted to Student Services on your campus.

Students must retain a signed copy of this form as evidence of submission.

RMIT Vietnam
Hanoi campus
Handi Resco Building
521 Kim Ma Street
Ba Dinh District, Hanoi Vietnam

RMIT Vietnam
Saigon South campus
702 Nguyen Van Linh Blvd
Tan Phong Ward, District 7, Vietnam

Academic career

UGRD  Higher education undergraduate
Bachelor and honours level programs
1291  Semester 1 2012
1292  Semester 2 2012
1293  Semester 3 2012

PGRD  Higher education postgraduate
Master by coursework, graduate diploma and graduate certificate level programs
1391  Semester 1 2013
1392  Semester 2 2013
1393  Semester 3 2013

Vietnam academic semester codes