APPLICATION FOR ADMISSION AND ENROLMENT
CROSS INSTITUTIONAL OUTBOUND STUDENTS

INFORMATION

Cross Institutional Outbound Study
If you are currently enrolled in a degree at RMIT and wish to study at another Australian institution (host institute), you may apply to study single units on a Cross Institutional Outbound basis. Applicants must complete all sections of the forms indicated in the checklist below.

Prerequisites
It is the student's responsibility to ensure that they meet the requirements for entry into a course/s.

Approved Courses Only
Only approved courses undertaken at the host institute will go towards your RMIT award program. This means that students can only undertake the course/s identified and approved on the Application for Approval of a Non Standard Program Enrolment form. IMPORTANT: Any unapproved courses undertaken at the host institute may not go towards your RMIT award program.

Enrolment
You must ensure that you maintain your place in your RMIT award program by ensuring you are enrolled. This means that, if undertaking courses at RMIT and the host institute concurrently, you are still required to enrol into your RMIT program for the relevant semester. Alternatively, if you are undertaking all courses at the host institute for a given semester, you must submit a Leave of Absence form for the RMIT award program for the relevant semester.

Closing Dates
All applications must be submitted by the relevant semester census date.

Withdrawal
If you cancel your enrolment or drop course/s at the host institute, you must notify RMIT of these changes. You need to do this by submitting the relevant paperwork by the semester census date to avoid academic penalties.

Please contact your School Administration Office or the Hub for information on Summer and Spring Semester census dates.

Cancellation of enrolment or dropping of courses after these dates will incur an academic penalty.

International Students
International students are responsible for maintaining and meeting their visa requirements in any given semester i.e. full-time load.

Tuition Contributions/Fees
Cross Institutional Outbound students will not be charged tuition fees by RMIT for approved courses undertaken at the host institute.

Submission of Applications
Applications should be submitted at the relevant School. You will receive written notification of the outcome of your application once it has been processed.

On Course Completion
At the end of your course, the host institute should provide you with an Official Transcript of Results. Once received, you are then required to submit a certified copy to your School by week 2 of the following semester so that your RMIT academic record can be amended.

If an Official Transcript of Results is not submitted by then, it may be assumed that you have failed, i.e. either EFG (External Fail Grade) or EPG (External Pass Grade) is recorded against the non award.

Note: The result recorded against your RMIT academic record is either fail or pass and not the actual result you achieved. You should receive an official transcript from your host institute which specifies your actual result.

Locations of School Administration Offices can be obtained from: http://www.rmit.edu.au/schools

CHECKLIST
Have you:

- completed an Application for Approval of a Non Standard Program Enrolment? [ensure all signatures have been obtained] (http://www.rmit.edu.au/students - and click on Forms for students.)
- completed a Leave of Absence Form (only if not undertaking any courses at RMIT for a given semester)? (http://www.rmit.edu.au/students - and click on Forms for students.)
- submitted all completed forms to your school by the relevant semester census date?

Note: You may be required to submit additional information by your host institute (where you will be undertaking your course/s.)