## PERSONAL DETAILS

Please complete using blue or black ink.

<table>
<thead>
<tr>
<th>Student number</th>
<th>Date of birth (dd/mm/yy)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Family name</th>
<th>Given names/s</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Program name</th>
<th>Program code</th>
</tr>
</thead>
</table>

**Academic career**

- [ ] Undergraduate
- [ ] Postgraduate

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### Cancellation of enrolment (Vietnam programs only)

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.

#### Name of program/s to be cancelled

<table>
<thead>
<tr>
<th>Program name</th>
<th>Program code</th>
</tr>
</thead>
</table>

#### Are you enrolled in another RMIT program that you do not wish to cancel? If yes, please list below.

- [ ] Yes
- [ ] No

<table>
<thead>
<tr>
<th>Program name</th>
<th>Program code</th>
</tr>
</thead>
</table>

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### Enrolment cancellation details

(Student to complete – see information on page 2 about academic semesters.)

**I wish my cancellation of enrolment to take effect in semester:**

Classes will be cancelled from the date the form is received by RMIT University Vietnam (the effective date), as evidenced by the stamped date on this form. Students will incur an academic penalty and will be financially liable for fees if the Cancellation of enrolment form is received after the relevant deadline.

For information about relevant deadlines go to the academic calendar at [www.rmit.edu.vn/282_ENG_HTML.htm](http://www.rmit.edu.vn/282_ENG_HTML.htm).

**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
- [ ] other
- [ ] dissatisfaction with program
- [ ] family

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### Student declaration

1. I understand that I will remain liable for all fees if I do not formally cancel my enrolment prior to the relevant census date.
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.
5. I understand that should I change my mind/reverse my decision I will be required to apply via standard application processes.

<table>
<thead>
<tr>
<th>Student signature</th>
<th>Date (dd/mm/yyyy)</th>
</tr>
</thead>
</table>

**Office use only**

Has student received a stamped copy of this form?

- [ ] Yes
- [ ] No

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Owner: Enrolments and Records

Cancellation of enrolment (Vietnam programs only)
Cancellation
Students considering cancelling their enrolment are advised to attend Student Services 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 RMIT University Vietnam as evidenced by the University stamp.

Financial liability
If students do not formally cancel their enrolment prior to the relevant deadline they will incur a financial penalty for their course enrolments, even if they are no longer attending classes. Please see the relevant deadlines in the academic calendar at www.rmit.edu.vn/282_ENG_HTML.htm.

Fee information and refunds
For information please see the Schedule of Fees and Charges under Current students Tuition fees at www.rmit.edu.vn/2095_ENG_HTML.htm.

Form submission
A completed Cancellation of enrolment form must be submitted to Student Services on your campus.

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

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

Vietnam academic semester codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Semester 2012</th>
<th>Semester 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>1291</td>
<td>Semester 1 2012</td>
<td>Semester 1 2013</td>
</tr>
<tr>
<td>1292</td>
<td>Semester 2 2012</td>
<td>Semester 2 2013</td>
</tr>
<tr>
<td>1293</td>
<td>Semester 3 2012</td>
<td>Semester 3 2013</td>
</tr>
</tbody>
</table>

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