Check your enrolment details
You are responsible for ensuring your enrolment is correct. After you enrol, please check your Confirmation of Enrolment (CoE) carefully. If you are not sure whether you are enrolled in the correct classes, check with your school.

View your enrolment details via Enrolment Online by logging in to myRMIT at www.rmit.edu.au/myrmit.

Vary your enrolment
If you enrolled online and wish to amend your enrolment you can use Enrolment Online to add or drop the relevant classes. If you were required to complete a paper-based enrolment you can vary your enrolment using an Enrolment variation form available at RMIT Connect and at www.rmit.edu.au/students/forms.

If you wish to drop a class, you must do so by the census date to avoid financial penalties. Vocational education census dates are available at www.rmit.edu.au/students/vocational-census-dates.

Cancel your enrolment
If you wish to cancel your enrolment, it is your responsibility to inform RMIT in writing before your census date. You must either complete the Cancellation of enrolment form or write a letter stating that you wish to cancel your enrolment and lodge the form (or letter) at RMIT Connect before the relevant census date, otherwise you will remain liable for tuition fees.

Vocational education census dates are available at www.rmit.edu.au/students/vocational-census-dates.

Update your personal details
You can change your address and telephone details online via myRMIT (select the myDetails tab).

If you fail to keep your address details up-to-date you will not receive important information relating to your enrolment, results, fees and graduation.

Please note that you cannot change your name, date of birth, gender, citizenship or residency status online.

For more information about how to update or correct personal details visit www.rmit.edu.au/students/enrolment/personaldetails.

Check your announcements and student email twice a week
When you enrol you agree in the Statement of student responsibilities to log in to myRMIT at least twice a week to check your announcements and your RMIT student email account for any important communications from the University.

RMIT will use announcements and your RMIT student email account for official communications from the University so it's important to log in regularly to keep up-to-date.

These announcements and emails contain important information about your program and student administration including census dates, results, enrolment and fees.


Read the full Statement of student responsibilities at www.rmit.edu.au/students/responsibilities/statement.

More information
Information about student administration is available at www.rmit.edu.au/students/administration.

Queries
For general enquiries regarding your enrolment or student administration, visit RMIT Connect or call tel. +61 3 9925 5000 during business hours.

Disclaimer
Every effort has been made to ensure the information in this publication is accurate and current at the date of printing. For the most up-to-date information, please refer to the RMIT University website. Prepared October 2015 by the Academic Registrar’s Group. RMIT University Provider Code: 00122A
How to Read Your Confirmation of Enrolment

Vocational Education Students

CONFIRMATION OF ENROLMENT 20YY

This statement confirms your program and course enrolments for 20YY. Please read this statement carefully. It is your responsibility to ensure your enrolment details are correct.

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