Beyond RMIT

Returning home checklist

University Arrangements

— Return library books, keys and other University equipment.
— Pay fees and library fines: any debts to the University will prevent you from receiving your results or your award. Call the Hub on +61 3 9925 8980.
— Notify of change of address: RMIT, other organisations, authorities, friends and family.
— Act on graduating events and documents: apply for the Statement of Completion, award and graduation online before the cut-off date. www.rmit.edu.au/graduation
— Join Alumni: to keep in touch with RMIT. www.alumni.rmit.edu.au

General Arrangements

— Make a career counselling appointment for future employment advice. www.rmit.edu.au/careers
— Request a payment summary from your employer and lodge a Tax Return with the Australian Taxation Office. www.ato.gov.au
— Close your Australian bank account and credit card after you have received your bond refund and have stopped any direct debits or credits. Transfer money to your preferred bank account in your home country.
— Finalise all medical insurance claims with your overseas student health cover provider.
— Check customs restrictions on goods to be taken out of Australia to your home country www.customs.gov.au

Leaving your accommodation

— Provide adequate notice to your landlord. It is usually 28 days notice provided in writing.
— Seek advice from a RMIT Student Wellbeing Advisor or contact the Tenants Union if you will be breaking your lease agreement: www.tuv.org.au, student.wellbeing@rmit.edu.au
— Cancel your gas, electricity, telephone, internet and water connection.
— Thoroughly clean your property before you move out.
— Organise the final property inspection and return the keys just before you vacate the property.
— Organise the redirection of your mail through your local Post Office. www.movingservices.com.au/manage_your_mail/redirect_mail
— Organise to sell your belongings or arrange to have them shipped home.
— Tell people you are sharing your accommodation with that you are moving out.
— Finalise all debts and responsibilities; this includes having your name removed from memberships (such as clubs) and services (such as car insurance).

Disclaimer: The information on this fact sheet is provided as a guide only. RMIT Student Services Group takes no responsibility for the accuracy of the information or services supplied. Providers listed are not owned or operated by RMIT. Students should contact providers directly for further information. RMIT CRICOS provider number: 00122A. Updated November 2013.