Introduction

This guide contains step-by-step instructions on how to complete your RMIT University enrolment on-campus. Following is a summary of the key steps involved in your enrolment.

Before enrolment
- Check the campus map to see where you need to go for your program information session, see www.rmit.edu.au/maps
- Familiarise yourself with the 2008 Enrolment Form
- Check what you need to bring to enrolment.

Enrolment day
- Seek academic advice regarding your study program at your program information session, as listed in your offer or re-enrolment letter.
- Enrol at the Enrolment Centre and collect your 2008 RMIT Student Diary.

After enrolment
- Confirm your enrolment
- Pick up your Student Card at the Hub on your campus
- Vary your enrolment (if necessary)
- Confirm your class timetable
- Pay your fees
- Ask any questions in person at the Hub on your campus or call the Student Administration Support Line on (03) 9925 8980

2008 Enrolment Form

Please familiarise yourself with each section of the RMIT enrolment form. At enrolment you will be required to verify your personal information. If your details are incorrect or missing you should make changes on the form. Each section is explained in more detail below.

3. Emergency contact

Please provide the name and contact details of a close relative or friend that you would like us to contact in the case of an emergency. You can also update your emergency contact details after logging in to the Enrolment Online site at https://enrol.rmit.edu.au
This information will also be updated in RMIT’s student administration system.

4. Permanent home address

Your permanent home address is where you live when you are not studying. If your permanent address details change you must update your address details online via the Enrolment Online site at https://enrol.rmit.edu.au
This information will also be updated in RMIT’s student administration system.

5. Mailing address/term address

RMIT sends important correspondence to your mailing address. You must be able to regularly access any correspondence sent to your mailing address. If your mailing address details change you must update your details online via the Enrolment Online site at https://enrol.rmit.edu.au
This information will also be updated in RMIT’s student administration system.

If you fail to keep your mailing address details up-to-date you will not receive important information relating to your studies, results and in some instances the retention of your place at RMIT.
6. Workplace address
This field is only compulsory for apprentices/trainees. If your workplace address details change you must update your address details online via the Enrolment Online site at https://enrol.rmit.edu.au
This information will also be updated in RMIT’s student administration system.

7. Mobile phone number
If you have a mobile phone we strongly recommend that you provide the number to RMIT, so you can easily be contacted if required.

8. Cross institutional students
This field is only relevant to students with a concurrent enrolment at another institution, when that study is to count towards the program and award (qualification) at RMIT.

Before enrolment
Following is a checklist of items you need to bring to enrolment.

Local students

1. All students must bring:
   - Your offer or re-enrolment letter
   - Pens (black or blue)

2. Commencing (new) students must bring:
   - Certified copies of the relevant documentation, if you are applying for Credit Transfer or Recognition of Prior Learning (RPL). To check if you might be eligible for Credit Transfer or RPL go to www.rmit.edu.au/students/credit

3. Commencing Higher Education students must also bring:
   - Your Tax File Number (Higher Education Commonwealth assistance applicants only)
   - Your completed HECS–HELP or FEE–HELP form (if applicable)
   - Confirmation of your identity/citizenship:
     - Australian citizens – a certified copy of your birth certificate, Australian citizenship certificate or passport
     - Permanent residents/New Zealand citizens – a certified copy of your passport and visa label.

**Please note:**
Failure to provide a certified copy of this information at enrolment (or no later than the census date in your first semester of study) may result in the loss of your place at RMIT. You may also be ineligible for a Commonwealth supported loan or Commonwealth learning scholarship (if applicable).

International students
Enrolment forms will only be issued to commencing students who have already paid their deposit. Please refer to the web site for information about payment options at www.rmit.edu.au/international/payment

International students must bring:
   - Your acceptance letter and visa
   - Confirmation of citizenship (i.e. passport)
   - Electronic confirmation of enrolment (eCOE) printout
   - Change of address details (if applicable)
   - Certified copies of relevant documentation, if you are applying for Credit Transfer, Advanced Standing or Recognition of Prior Learning (RPL). To check if you might be eligible for Credit Transfer or RPL go to www.rmit.edu.au/students/credit
Enrolment day

Step 1 Seek academic advice at your program information session

The first step is to seek academic advice regarding your program and course selection at your program information session as outlined in your offer or re-enrolment letter. RMIT room numbers are all listed as Building/Level/Room e.g. Building 12, Level 4, Room 14 will be written as 12.4.14. Campus maps are available at www.rmit.edu.au/maps

Upon arrival, you will be provided with your course selection template and timetable to assist you with your course selection. You will need to discuss your course selection and enrolment with an RMIT staff member and obtain their authorisation to continue. It is at this stage that you should raise any issues regarding your enrolment and discuss any applications for Credit Transfer or Recognition of Prior Learning (RPL).

Once you have the required authorisation you can proceed to the Enrolment Centre on your campus. Maps with the location of the Enrolment Centre on your campus will be available at your program information session.

Please note:
Your enrolment cannot be processed at the Enrolment Centre unless you have received the necessary authorisation from an RMIT staff member at your program information session.

Step 2 Process your enrolment at the Enrolment Centre

At the Enrolment Centre, you will be given your enrolment form that you will need to check and amend as necessary before meeting with a staff member who will:

- ensure you have correctly completed your enrolment form (and signed it)
- verify your citizenship status (if applicable)
- check your course selection template is accurate
- distribute HECS-HELP and FEE-HELP forms (if applicable)
- provide you with a copy of your 2008 RMIT Student Diary

Assuming you have no issues associated with your enrolment, you will have completed the enrolment process.

After enrolment

Step 3 Confirm your enrolment

If you require an official Confirmation of Enrolment (CoE) document, e.g. for Centrelink requirements, you can now download this yourself by logging in to the Enrolment Online site at https://enrol.rmit.edu.au

Simply click on the appropriate menu item on the left hand side of the screen. Please allow 7–10 working days for your Enrolment form or Enrolment Variation form to be processed before downloading your CoE.

If you have any queries regarding your enrolment, please visit the Hub on your campus or call the Student Administration Support Line on tel. (03) 9925 8980.

Step 4 Collect/update your Student Card

When you have received your Confirmation of Enrolment, please present it at the Hub to collect/update your 2008 Student Card. Commencing (new) students will collect their new Student Card at the Hub and re-enrolling students will need to present their existing Student Card so that it can be updated.

Step 5 Vary your enrolment (if necessary)

If you need to amend your enrolment after you have enrolled, you must complete an Enrolment Variation form available at: www.rmit.edu.au/students/forms and lodge it prior to the relevant add/drop deadline in each semester.

For details of enrolment deadlines and census dates, refer to the 2008 Important Dates in the Student Diary or online at www.rmit.edu.au/students/importantdates

Check with your school to confirm the census dates for courses that do not follow the standard semester dates, including some TAFE courses and Higher Education Summer and Spring courses. The census dates may vary depending on your commencement date.

Please note:
If you wish to cancel your enrolment, you must do so prior to the relevant census date in that semester. If you fail to do so, you will need to pay the fees for that semester, even if you do not wish to continue with your studies. To cancel your enrolment you must complete a Cancellation of Enrolment form available at www.rmit.edu.au/students/forms and lodge it at the Hub prior to the relevant census date.
After Enrolment cont.

Step 6  Confirm your class timetable

The online Student Timetabling System (STS) enables Higher Education students (and some TAFE students) based at the City, Brunswick, or Bundoora campuses to access and construct a personal class timetable. Once you login you can view the available options and select your preferred class/es, lectures, tutorials, etc. In the first instance, draft versions of timetables will be available until they are finalised in early 2008. For more information about the online class timetabling system, please go to www.rmit.edu.au/students/sts

Step 7  Pay your fees

You will receive a tax invoice each semester for tuition fees depending on your academic activity and any other fees or charges to which you have agreed. Invoices are issued by mail and online via the Enrolment Online site at https://enrol.rmit.edu.au. A notification email is also sent to your RMIT email account. You are required to check your invoice details carefully and pay all fees and charges by the due date indicated on your invoice. You should refer to your tax invoice for payment options.

Please make sure that you allow processing time for electronic payments. You should allow at least three business days prior to the invoice due date for electronic payments to clear.

Important:
If payment is not made by the due date on your invoice you may incur a $100 late payment fee. Once imposed, late payment fees cannot be cancelled and must be paid. If payment is not received, RMIT University reserves the right to provide student details to an external agent for the purpose of collecting any debts. Any additional costs associated with this process are payable by the student.

For more information about RMIT fees and charges go to www.rmit.edu.au/programs/fees

Important:
This enrolment guide was prepared in September 2007 by the Academic Registrar's Office.

As details contained in this guide may change, you should regularly visit the web site at www.rmit.edu.au/students/enrolment for updates.

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