

PERSONAL DETAILS

Please complete using blue or black ink and write above the line.

Student number _____ Date of birth (dd/mm/yyyy) _____

Full name _____

Program name _____ Program code _____

Campus/location _____

Academic career TAFE Undergraduate Postgraduate Research

Enrolment variation form (offshore programs only)

This form is for students studying in RMIT programs delivered offshore only. You must read the information on the following page before completing this form. Lodge the completed form with your partner institution.

CHANGE OF ENROLMENT DETAILS

CLASS DROPS (Withdrawals)

Term code (school to populate)	Subject area	Catalogue no.	Course title	Class no.

CLASS ADDITIONS

You must have completed an enrolment for the academic year to add classes/courses. For more information please see overleaf.

Term code (school to populate)	Subject area	Catalogue no.	Course title	Class no.	Fund source

DECLARATION

I understand that I may remain liable for **all fees** if this duly authorised form is not submitted by the specified deadline. Please contact your local institution for fee information. For more information on enrolment deadlines please refer to the student administration guide provided by your local institution.

Student signature _____ Date (dd/mm/yyyy) _____

Signature of Authorising Officer – home school _____ (Print name) _____ Date (dd/mm/yyyy) _____

Date of receipt
at offshore
location.

Date stamp

Students must retain the signed and date stamped copy for their records.

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
- RSCH Higher Education research
Master by research, doctor of philosophy level programs
- TAFE TAFE (Technical and Further Education)
Advanced diploma, diploma, certificate level programs.

Offshore academic term codes

1020	Term 1 2010	1120	Term 1 2011
1030	Term 2 2010	1130	Term 2 2011
1060	Term 3 2010	1160	Term 3 2011
1070	Term 4 2010	1170	Term 4 2011

MORE INFORMATION**Leave of absence**

To add classes after an approved leave of absence you must have completed an enrolment for the academic year to which the enrolment belongs.

If you had not enrolled prior to taking an approved leave of absence, you must complete your enrolment prior to submitting an Enrolment Variation form to add classes for that academic year. If you had enrolled prior to taking an approved leave of absence, you do not need to complete another enrolment form to add classes for that academic year.

Students with outstanding debts

Please refer to your partner institution for relevant policies.

For more information about enrolment variations, please refer to the student administration guide provided by your partner institution.