## 2010 Calendar of Important Dates FOR FOUNDATION STUDIES STUDENTS: NOVEMBER intake 2010

### SEMESTER 1 (Part A) - Week beginning

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>15 Nov 2010</td>
<td>Mon 15 Nov - Nov intake Orientation / Enrolment</td>
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<tr>
<td>16 Nov 2010</td>
<td>Tue 16 Nov - Nov intake Part A (Sem 1) commences</td>
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<tr>
<td>22 Nov 2010</td>
<td>Fri 26 Nov - Nov intake - last day for late enrolment</td>
</tr>
<tr>
<td>13 Dec 2010</td>
<td>Mon 13 Dec - Nov intake: Enrolment cancellations on or before this date - students entitled to a reduction of FS Part A fees. Students will be charged 50% of fees for extended courses 1 &amp; 2 and charged nothing for the remaining courses. They will be charged $5,016.50 for FS Part A Fees (plus another possible $500 RMIT International admin fee).</td>
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<tr>
<td>20 Dec 2010</td>
<td>Mon 13 Dec - Nov intake: Last day for students to drop Part A courses 1 &amp; 2 /program without any record appearing on transcript - Last Day for Part A course 2 variation(in streams where variations are permitted)</td>
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<tr>
<td>3 Jan 2011</td>
<td>Tue 4 Jan - FS Classes recommence</td>
</tr>
<tr>
<td>7 Feb 2011</td>
<td>Mon 7 Feb - Nov intake: Enrolment cancellations on or before this date - students entitled to a reduction of FS Part A fees. Students will be charged full fees for courses 1 &amp; 2, nothing for courses 3, 4 &amp; 5. Students will be charged $10,033 for Part A FS Fees (plus another possible $500 RMIT International admin fee).</td>
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<tr>
<td>21 Mar 2011</td>
<td>Mon 21 Mar - Nov intake: Last day for students to drop Part A course 3 /program without any record appearing on transcript for courses 3, 4 &amp; 5 - Last Day for Part A course 3 variation(in streams where variations are permitted)</td>
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<tr>
<td>25 Apr 2011</td>
<td>Tue 26 Apr - FS classes recommence</td>
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<tr>
<td>4 July 2011</td>
<td>Fri 1 Jul - Nov 2010 &amp; Feb 2011 finishes</td>
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<tr>
<td>11 July 2011</td>
<td>Nov 2010 &amp; Feb 2011 intake - HOLIDAY BREAK (Mon 4 Jul - Fri 15 Jul)</td>
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IMPORTANT NOTES:

NOTE: If you need to submit any of the following forms while enrolled in Foundation Studies, please bring them to the Foundation Studies Administration Office in Bldg 97 (106-108 Victoria Street, Carlton), Ground floor:
- Enrolment Variation Forms
- Enrolment Cancellation Forms
- Change of Program Forms
- Change of Personal Information Forms (including change of address information)

DO NOT SUBMIT THESE FORMS TO THE HUB - MUST BE SUBMITTED AT THE FOUNDATION STUDIES OFFICE

MEDIBANK CARDS: Must be collected from The Hub, Bldg 12, level 4 OR, for Business students, Medibank cards can be collected from The Hub in Bldg 108, level 3

Changing Address:

* You must submit 'Change of Personal Information' form to the Foundation Studies Admin Office, Bldg 97, Ground Floor.

* In accordance with the ESOS Act, INTERNATIONAL STUDENTS are required to advise RMIT immediately of any address changes. Each time you change your address, you must immediately submit a 'Change of Personal Information' form
* If you do not keep your address up-to-date, you are breaching the conditions of your visa and will not receive important information relating to your studies at RMIT including results, fee advice & offers for places in further study programs

In streams where course (subject) variations are permitted
* You will not be able to vary (which means dropping one and adding another) courses (subjects) after the dates specified
* If you withdraw / cancel from a Foundation Studies course / program after the semester deadlines for course variations as specified over the page you could be issued with DNS (Did Not Submit) or NN (Fail) results

* Following approval from your stream coordinator, enrolment variation forms must be submitted to the Foundation Studies Admin Office in Bldg 97, Ground Floor. Your stream coordinator must sign the variation form before you can submit.

* If you are cancelling your enrolment, you must submit a cancellation form to the Foundation Studies Admin Office. Before submitting a cancellation form, you must talk to your stream coordinator about your plans to cancel your Foundation Studies enrolment. Please note that your enrolment cannot be cancelled if you do not submit a cancellation form. If you leave Foundation Studies before the program ends, you must cancel your enrolment by completing and submitting this form.

Foundation Studies Coordinators - Contact Details

Science, Engineering & Technology
Tracey Salter (Bldg 51, Level 6, Room 16), phone: 9925 4277
Glenn Westmore (Bldg 51, Level 6, Room 2), phone: 9925 4553
email: tracey.salter@rmit.edu.au
email: glenn.westmore@rmit.edu.au

Business
Annitta Siliato (Bldg 108, Level 13, Room 16), phone: 9925 5859
email: annitta.siliato@rmit.edu.au

Foundation Studies Student Administration Contacts
Katrina Klos (Bldg 97, Ground Floor), phone: 9925 4216
email: katrina.klos@rmit.edu.au
MaryAnne McCormack (Bldg 97, Ground Floor), phone: 9925 4219
email: maryanne.mccormack@rmit.edu.au

Mentor Program Coordinator
Merlina Vanceva (Bldg 97, Ground Floor), phone: 9925 4229
email: merlina.vanceva@rmit.edu.au

Academic, RMIT International College
Dr Marian Matic (Bldg 97, Ground Floor, Room 6), phone: 9925 4179
email: marian.matic@rmit.edu.au

When & how to get your student card:

Your enrolment should be processed within around 2 weeks after enrolment day. You will not be able to get your student card until your enrolment has been processed. Once your enrolment has been processed, you should download a Confirmation of Enrolment (CoE) 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. To get your student card, take a copy of your CoE to The Hub.