City On-Campus Enrolment

Important: To complete your enrolment you must proceed to the Enrolment Centre at the Hub in building 12, level 4 (see map below) as per step 2 in your 2008 Enrolment Guide.

Failure to attend the Enrolment Centre means you will not have completed your enrolment. Should you fail to complete your enrolment, you risk losing your place.

Important notes:

Online student administration
All students can use Enrolment Online to access the following student information –
- Academic History and Results
- Change of personal details – including updating your address details
- Online invoices
- Online Commonwealth Assistance Notices (CANs) – local Higher Education students only
- Confirmation of Enrolment (CoE) – check or print your official Confirmation of Enrolment
- Link to other RMIT administrative services – e-mail, timetabling, program and course information.

Cancellation of enrolment
After you enrol online at RMIT University, if you then accept another offer and enrol in another program at RMIT or another tertiary institution, you must cancel your current enrolment at RMIT. This must be done prior to the relevant census date or you will remain liable for the fees for any active programs.

All general student administration questions can be directed in person to the Hub or by phone to the Student Administration Support Line on 03 9925 8980.
Things to do at the Hub after you have enrolled:

- Receive your Student Card (you will need to bring some form of photo identification with you)
- Provide proof of citizenship – necessary for Higher Education students only (passport, citizenship certificate, birth certificate)
- Collect a copy of the 2008 Student Diary
- Apply for a transport concession* (you will need two identical passport photos)
- Submit an Application for Exemption/Concession 2008 TAFE Tuition Fees form* (you will need a valid Centrelink Health Care or Pension Card)

*Please note: all concession approvals are subject to your eligibility

Hub locations

Hub at City: Building 12 Level 04 (Swanston Street)
Building 108 Level 04 (Bourke Street)
Building 57 Level 04 (Lygon Street)

Hub at Brunswick: Building 514 Level 01 Room 07
Hub at Bundoora: Building 202 Level 02 Room 36

For further information about fees, confirmation of enrolment, services for students, orientation and maps, please refer to your ‘2008 Welcome and Enrolment’ guide, supplied in your Welcome pack, or visit the Current Students web site:

www.rmit.edu.au/students

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