Enrol

If you are enrolling via the paper-based process you will enrol at your enrolment information session. To enrol you must complete a course selection template with staff from your school and an enrolment form, which includes your personal details, statistical data and agreement to the Statement of student responsibilities.

If you have been offered a government subsidised place you will also need to provide proof of your eligibility for the reduced tuition fees as part of your enrolment.

After you enrol, visit the Hub to:

— submit your application for a fee concession (discount).
  See if you are eligible at www.rmit.edu.au/programs/fees/vocational/concession
— collect your student card (you will need to bring some form of photo identification with you). You must have submitted a valid declaration of citizenship/immigration status to receive a student card
— collect your 2015 student diary
— receive your public transport student concession form (if eligible).

See overleaf for Hub locations.

Please read your Enrol and Connect 2015 booklet (supplied in your enrolment pack) for information about fees, confirmation of enrolment, services for students and orientation.

 Cancelling your enrolment

If you receive an offer from another institution and/or you no longer want to be enrolled at RMIT you are responsible for informing RMIT in writing before the census date in the relevant semester.

If you fail to cancel your enrolment you will incur fees.

For more information and to download the Cancellation of enrolment form visit www.rmit.edu.au/students/enrolment/cancellation.

Census dates are available at www.rmit.edu.au/students/vocational-census-dates.

Manage your administration online

You can use Enrolment Online to view or update your:

— personal details—for example, you can update your address and phone number
— enrolment details—access your Confirmation of Enrolment (CoE) statement and access your academic history
— financial details—for example, you can access your invoices outlining your fees and charges.
Brunswick campus

Bundoora campus east and west

City campus

Legend

Keep up-to-date
During your studies at RMIT University you will receive a number of important communications.

Keep up-to-date by logging in to myRMIT at least twice a week at www.rmit.edu.au/myrmit to check your announcements and RMIT student email account.

RMIT student email account
Your RMIT student email account will be used for any official communications regarding your academic progress, appeals, special consideration and other important matters.

Mailing address
Make sure your mailing address is up-to-date so you receive hard copy mail from the University and can take action by key deadlines. Use the myDetails tab in myRMIT to update your address details.

Note: international students must have an Australian residence address recorded.

For the most up-to-date information about your studies and the services available at RMIT go to www.rmit.edu.au/students.

Got a query regarding your enrolment?
Visit the Hub or call tel. +61 3 9925 8980 during business hours.

Hub locations
City campus
Building 12, Level 4 (Swanston Street)

Brunswick campus
Building 514, Level 1, Room 7

Bundoora campus
Building 202, Level 2, Room 36

www.rmit.edu.au/students/hub