If you did not enrol or take an approved leave of absence for your next academic year by the deadline specified in your enrolment notification, you may no longer have a place in the program. If you wish to continue your studies in this program you must apply to your school/college for reinstatement in the program and permission for a late enrolment. Reinstatement of your place in the program after the close of the University enrolment period will be dependent on places being available at the time of your application.

- Use this form to apply for reinstatement and late enrolment, explaining the reasons why you did not enrol or take an approved leave of absence before the close of the enrolment period and stating why you should be allowed to resume your place in the program. If this form does not provide sufficient space, please attach a letter to the form.

- Forward a completed form (and attached letter if applicable) to your school/college office. For contact details please refer to the student diary, the RMIT website or contact RMIT Connect on tel. +61 3 9925 5000 during business hours.

Please note: Applications must be submitted before the last day to add. Places cannot be reinstated by late enrolment after the census date.

**Approval**

If your application is approved, your place in the program will be reinstated and you will be permitted to enrol or take an approved leave of absence for the next academic year.

If your application is not approved and you would like to continue your studies you will be required to re-apply for the program in the next admission period.

For more information on what happens after you submit your application, please see page 2.

**Late enrolment fee**

Please note that a late enrolment fee of $200 will be applied to eligible students as a result of this application being approved and processed, regardless of whether you subsequently enrol or take an approved leave of absence.

If you believe that there were exceptional circumstances that prevented you from enrolling or taking an approved leave of absence by the close of the enrolment period, you may lodge an appeal against this fee. Appeals must be submitted independent of this application.

For more information on the late enrolment process, the late enrolment fee and appeals against the late enrolment fee, please see page 2 or refer to [www.rmit.edu.au/students/enrolment/late](http://www.rmit.edu.au/students/enrolment/late).

**Please indicate the reason why you did not enrol.** Attach an additional page, if required.

**Why should you be allowed to enrol and continue in the program?** Please attach an additional page, if required.

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**Signature of student** ___________________________ **Date** (dd/mm/yyyy)

**Office use only**

It is the responsibility of the school/college to forward the application (with supporting documentation, if required) to their dean or head of school or nominee.

**Approved:**  ☐ Yes  ☐ No (please tick one)

**Dean or head of school or nominee**

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What happens after you submit your Application for late enrolment form?
You will be advised of the outcome of your application by email to your RMIT student email account within 10 working days.

How to enrol if your application is successful
If your application is successful and your place in the program is reinstated, an email will be sent to your RMIT email account advising you that you are now able to enrol and that the late enrolment fee has been applied to your student account. You do not need to pay this fee upfront; it will be included on your next tax invoice.

You should complete your enrolment as initially advised in your enrolment notification. Students who were scheduled to enrol online can do so until the last day to add. If you need academic advice to complete your enrolment, contact your school/college.

If you wish to take leave of absence
An approved Application for leave of absence form must be submitted to RMIT Connect prior to the census date. For information about University dates, refer to the student diary or go to www.rmit.edu.au/students/hecensusdates.

More information on the late enrolment fee
The late enrolment fee is an administrative fee applied to continuing onshore higher education students who failed to secure their place by the close of the University enrolment period but have been permitted by application to enrol late.

The late enrolment fee is applied to your student record when your approved Application for late enrolment form is processed by the University. The fee is charged for the administrative processes of determining if a place may be made available to you, and for the additional arrangements required for your enrolment. The fee will be applied regardless of whether you subsequently enrol or take an approved leave of absence.

The fee will be charged to your tax invoice and is not covered as part of any HECS-HELP or FEE-HELP arrangement that you may have.

For more information, please refer to www.rmit.edu.au/programs/fees.

The late enrolment process will not be applied to the following student categories:
• vocational education
• all commencing
• offshore
• cross institutional (inbound)
• study abroad/exchange (inbound)
• Open Universities Australia (OUA)
• RMIT Vietnam.

Late enrolment fee appeals
Where exceptional circumstances can be demonstrated a student may lodge a written appeal to the Senior Manager, Enrolment and Student Records, seeking that the late enrolment fee be reversed. Appeals may be submitted via email from the student’s RMIT email account to enrolments@rmit.edu.au or by post addressed to:

Senior Manager
Enrolment and Student Records
Academic Registrar’s Group
RMIT University
GPO Box 2476
Melbourne Vic 3001

Appeals should include specific details of the exceptional circumstances and supporting evidence and documentation (e.g. medical certificate).

For more information on the late enrolment process, the late enrolment fee and appeals against the late enrolment fee, please refer to www.rmit.edu.au/students/enrolment/late.