



Enrolment variation form

PERSONAL DETAILS

Please complete using blue or black ink.

Student no. _____ Contact no. _____ Date of birth _____

Family name _____ Given name _____

Program name _____ Program code _____

School _____ Home campus _____

Academic career: Prep TAFE Undergraduate Postgraduate Research

Are you an onshore international student? Yes No

NB. Under Department of Immigration and Citizenship (DIAC) regulations, onshore international students are required to complete their program within the expected duration. See www.rmit.edu.au/programs/international/esosstudent for further details.

CHANGE OF ENROLMENT DETAILS

Are you enrolled in more than one program? No Yes You must complete a separate form for each program for which you wish to vary your enrolment.

Are you changing your load? No Yes, changing to full-time Yes, changing to part-time

CLASS DROPS (Withdrawals)

Subject area	Catalogue no.	Term	Course title	Class no.

CLASS ADDITIONS

You must have completed an enrolment for the academic year to add classes/courses. Students are not permitted to add classes/courses while they have an outstanding debt to the University. For more information, please see overleaf.

Subject area	Catalogue no.	Term	Course title	Class no.	Fund source

OFFICE USE ONLY

Remove material fees

Term	Course catalogue code	Materials fee code	Fees

If adding material fees please complete and attach a *Voluntary material and other fees form*.

AUTHORISATIONS

NB. Home school and service course enrolments MUST be authorised.

Forms for TAFE and Prep programs must be signed by both the student and the school.

For more information on enrolment deadlines, please refer to www.rmit.edu.au/students/importantdates.

I understand that I will remain liable for **all fees** if this duly authorised form is not received at the Hub or school office by the specified deadline.

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

Signature of authorising officer – home school _____ (Print name) _____ Date (dd/mm/yyyy) _____

Signature of authorising officer – service school _____ (Print name) _____ Date (dd/mm/yyyy) _____

Hub date stamp

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

ACADEMIC CAREER

UGRD	Higher education undergraduate <i>Bachelor and honours level programs</i>
PGRD	Higher education postgraduate <i>Master by coursework, graduate diploma and graduate certificate level programs</i>
RSCH	Higher education by research <i>Master by research, doctor of philosophy level programs</i>
TAFE	TAFE (Technical and Further Education) <i>Advanced diploma, diploma, certificate level programs</i>
PREP	Preparatory and Adult VCE students <i>Providing entry to higher education or TAFE programs such as Foundation Studies</i>

ACADEMIC TERM

Term code	Description
1300	Summer Semester 2013
1305	Semester 1 2013 – TAFE
1310	Semester 1 2013 – Higher education
1345	Semester 2 2013 – TAFE
1350	Semester 2 2013 – Higher education
1380	Spring Semester 2013
1400	Summer Semester 2014
1405	Semester 1 2014 – TAFE
1410	Semester 1 2014 – Higher education
1445	Semester 2 2014 – TAFE
1450	Semester 2 2014 – Higher education
1480	Spring Semester 2014
Note:	The last two digits of the year are the first two digits of the term code, e.g. 1305 = 2013

MORE INFORMATION

Student services and amenities fee (SSAF)

Adding and dropping classes before the relevant census date may affect the amount of SSAF a student is charged for that semester. Students will remain liable for their SSAF if they drop classes after the relevant census date. For more information go to www.rmit.edu.au/programs/fees/ssaf.

HECS-HELP, FEE-HELP, VET FEE-HELP and SA-HELP

Students who have elected to defer payment of their fees through HECS-HELP, FEE-HELP, VET FEE-HELP and/or SA-HELP will remain liable for outstanding fees if they drop classes after the relevant census date. Go to www.rmit.edu.au/students/hecsusdates or www.rmit.edu.au/students/tafecensusdates.

Fee refunds

Eligible students may obtain an *Application for refund of fees* form from www.rmit.edu.au/students/forms. If you are entitled to a reversal of materials fees you are required to contact your school.

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 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

Any student who has an outstanding debt to the University will be restricted from:

- enrolling in a new academic program
- enrolling in a new academic year and/or semester of study
- adding any additional classes/courses to their current enrolment load
- adding a Spring and/or Summer class/course.

These restrictions will apply until the debt has been cleared in full.

This practice aims to minimise the student's potential to incur a larger debt until their current outstanding amount has been cleared.

Students with an outstanding debt may drop classes/courses from their current enrolment by submitting an *Enrolment Variation* form (EVF) to their nearest Hub. Classes/courses that are dropped prior to the relevant census date will not incur fees, however, students will remain liable for any classes/courses dropped after the census date.

The only exceptions to this will be in cases where the debt is in dispute. In such cases the student will be advised by the Hub to put their case in writing and attach their letter to their completed *Enrolment Variation* form. This documentation will be referred to the Manager, Enrolments and Records, for investigation and subsequent decision.

Spring and Summer classes

Students planning to finish their program by completing a Spring Semester course will not be able to graduate at the Melbourne graduation ceremony in the same year of enrolment. This is because the official results for Spring Semester are published after the graduation date. Even if assessment has been finalised early the results will not be published in time for the graduation ceremony.

If you wish to graduate at the Melbourne ceremony you will need to review your enrolment to ensure that you meet all requirements by the end of Semester 2. For questions about your enrolment please visit the Hub on your campus or call tel. +61 3 9925 8980 during business hours.

Classes for Spring or Summer Semesters must be added via an *Enrolment variation* form. You cannot add classes for Spring or Summer Semester via Enrolment Online. To enrol in Spring or Summer Semester with an *Enrolment variation* form you must have already completed an enrolment for the academic year to which the enrolment belongs.

If your program enrolls online, you should be aware of the scheduled times Enrolment Online will be closed each year. Your *Enrolment variation* form cannot be processed if you have not previously enrolled for the relevant academic year or completed your enrolment checklist online.

Students should not attend classes in which they are not formally enrolled.

Online information

Current students: www.rmit.edu.au/students

Academic calendars: www.rmit.edu.au/students/importantdates

Student forms: www.rmit.edu.au/students/forms

Census dates HE: www.rmit.edu.au/students/hecsusdates

TAFE: www.rmit.edu.au/students/tafecensusdates