

Section A – Personal details

RMIT student number _____ Date of birth (DD/MM/YYYY) _____

Given name/s _____

Family name _____ Contact telephone number _____

Program name _____

Program code _____ Campus _____

School _____ College BUS DSC STEM VE

If you have approval from your school/college to undertake alternative courses not listed in your current RMIT program structure, either at RMIT or at another Australian institution, you must complete an *Application for non-standard enrolment form*.

Your enrolment variation cannot be processed via Enrolment Online because: _____

Section B – Study load

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

Section C – Class drop (withdrawal)

Only use this section where this is the last course in which you are enrolled and you are applying to graduate.

Please note: this form should not be used when dropping classes to take a leave of absence or cancel your enrolment.

Class number Course code Semester Course name

Class number	Course code	Semester	Course name

Section D – Class additions

You must have completed an enrolment checklist for the academic year to add classes/courses. You are not permitted to add classes/courses while you have an outstanding debt to the University. You also cannot add a class after the census date has passed.

For more information on enrolment deadlines, please refer to rmit.edu.au/students/student-essentials/important-dates.

Class number Course code Semester Course name

Class number	Course code	Semester	Course name

Section E – Authorisations

I understand that I will remain liable for all fees if this authorised form is **not** received at RMIT Connect or school/college office by the specified deadline. For more information on enrolment deadlines, please refer to rmit.edu.au/students/student-essentials/important-dates.

Student signature _____

Date (DD/MM/YYYY) _____

School/College signature _____

Date (DD/MM/YYYY) _____

Print name _____

Office use only

RMIT Connect date stamp

Enrolment variation

Information sheet

Academic careers

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>
VE	Vocational education <i>Advanced diploma, diploma, certificate level programs</i>
PREP	Preparatory and Adult VCE students <i>Providing entry to higher education or vocational education programs such as Foundation Studies</i>

RMIT semesters

Term code	Description
2101	2021 Flexible term – Vocational education
2102	2021 Flexible term – Higher education
2105	Semester 1 2021 – Vocational education
2110	Semester 1 2021 – Higher education
2145	Semester 2 2021 – Vocational education
2150	Semester 2 2021 – Higher education

Please note: The last two digits of the year are the first two digits of the term code, e.g. 2105 = 2021.

More information

Student services and amenities fee (SSAF)

Adding and dropping classes before the relevant census date may affect the amount of SSAF you are charged for that semester. You will remain liable for your SSAF if you drop classes after the relevant census date. For more information go to rmit.edu.au/programs/fees/ssaf.

Students with outstanding debts

If you have an outstanding debt to the University you 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 your current enrolment load.

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

This practice aims to minimise your potential to incur a larger debt until your current outstanding amount has been cleared.

If you have an outstanding debt you may drop classes/courses from your current enrolment via Enrolment Online.

Classes/courses that are dropped prior to the relevant census date will not incur fees, however, you will remain liable for any classes/courses dropped after the census date.

Fee refunds

Please go to the Refunds web page for information about eligibility and how to apply for a refund: rmit.edu.au/students/student-essentials/fees-and-payments/credit-balance-and-refunds.

Online information

- Current students – rmit.edu.au/students
- Academic calendars – rmit.edu.au/students/student-essentials/important-dates
- Student form – rmit.edu.au/students/student-essentials/forms/enrolment-and-student-record-forms
- Census dates
 - HE: rmit.edu.au/students/student-essentials/important-dates/higher-education-important-dates/higher-education-census-dates
 - VE: rmit.edu.au/students/student-essentials/important-dates/vocational-education-important-dates/vocational-education-census-dates
- Fees and payments – rmit.edu.au/students/student-essentials/fees-and-payments.

Privacy

Information supplied as part of your appeal submission will be treated in a confidential manner in accordance with the RMIT *Privacy policy* and the provisions of other relevant state and Australian Government information handling acts, regulations and statutes. Refer to rmit.edu.au/privacy.

You should not attend classes you are not formally enrolled in.