



Personal details

Please complete using blue or black ink

Student no. _____ Date of birth (dd/mm/yyyy) _____

Family name _____ Given name _____

Program name _____ Program code _____

School _____ Student contact number _____

Application for late enrolment (continuing onshore higher education students only)

If you don't enrol or take an approved leave of absence by the end of the enrolment period you'll lose your place in your program. Reinstatement of your place after the close of the University enrolment period will be dependent on places being available.

Applications should be submitted before the last day to add to allow you to enrol. Places can't be reinstated by late enrolment after the census date

Complete this form and submit (with attached letter if applicable) to your school/college office. For contact details please refer to the RMIT website or contact RMIT Connect on tel. +61 3 9925 5000 during business hours.

Approval

You'll be advised of the outcome of your late enrolment application within 10 working days. The notification will be by email to your RMIT student email account.

Late enrolment fee

If your application for late enrolment is approved, a late enrolment fee of \$220 will be automatically applied to your account.

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.

Please indicate 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.

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

Name _____ Signature _____ Date (dd/mm/yyyy) _____

Office use only
Enrolment and Student Records/
RMIT Connect date stamp

What happens after you submit your *Application for late enrolment* form?

You'll 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're now able to enrol and that the late enrolment fee has been applied to your student account. You don't need to pay this fee upfront; it'll be included on your next tax invoice.

If you need academic advice to complete your enrolment, contact your school/college.

If you want to take leave of absence

An approved *Application for leave of absence* form must be submitted to RMIT Connect before the census date. For information about University dates, go to www.rmit.edu.au/students/hecensusdates.

More information about 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 isn't covered as part of any HELP loan that you may have.

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

The late enrolment process won't be applied to the following student categories:

- all commencing
- vocational education
- 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 Associate Director, Enrolment and Student Records, asking 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:

Associate Director
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).

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