

# Enrolment variation

## Students at partners outside Australia

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

Full name \_\_\_\_\_

Program name \_\_\_\_\_ Program code \_\_\_\_\_

Global partner institute \_\_\_\_\_

This form is for students studying in RMIT programs delivered outside Australia at a partner institute and is to be used only in exceptional circumstances, when the change to enrolment cannot be completed in Enrolment Online.

This form should **not** be used when dropping classes to take a leave of absence or cancel your enrolment.

Your completed form must be lodged with your partner institute.

For contact information go to [rmit.edu.au/students/support-services/student-connect/partner-institute-contacts](http://rmit.edu.au/students/support-services/student-connect/partner-institute-contacts).

### Financial liability and fee refunds

Fee policies are administered by individual partner institutes. Please refer to your partner institute for relevant policies.

Adding and/or dropping classes after the relevant deadline may affect your financial liability.

Deadlines relevant to your partner institute are available at [rmit.edu.au/students/my-course/important-dates](http://rmit.edu.au/students/my-course/important-dates).

### Online information

Students at partners outside Australia [rmit.edu.au/students/my-course/partners-outside-australia](http://rmit.edu.au/students/my-course/partners-outside-australia).

## Change of enrolment details

Your enrolment variation cannot be processed via Enrolment Online because:

---



---



---

### Class drops (withdrawals)

RMIT term code RMIT class no. Subject area Catalogue no. Course title

| RMIT term code | RMIT class no. | Subject area | Catalogue no. | Course title |
|----------------|----------------|--------------|---------------|--------------|
|                |                |              |               |              |
|                |                |              |               |              |
|                |                |              |               |              |
|                |                |              |               |              |

**Class additions** You must have completed an enrolment for the academic year to add classes/courses. You also cannot add a class after the census date has passed.

RMIT term code RMIT class no. Subject area Catalogue no. Course title

| RMIT term code | RMIT class no. | Subject area | Catalogue no. | Course title |
|----------------|----------------|--------------|---------------|--------------|
|                |                |              |               |              |
|                |                |              |               |              |
|                |                |              |               |              |
|                |                |              |               |              |

## Student declaration

I understand that I may remain liable for all fees if this duly authorised form is not submitted by the specified deadline. (Please contact your local institute for fee information.) I understand that the effective date is the date this form is received by the local administrator.

Student signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

## School authorisation – Partner institute use only

Date received at global partner institute (DD/MM/YYYY): \_\_\_\_\_

RMIT School/College signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_