**Student transition letter template 1:**

**When a vocational education qualification is replaced by a program that is classified as equivalent**

**<Delete this heading before sending to students.>**

Date

**Re: Replacement of <current program national code> <program title>**

Dear <name>,

This letter is to inform you that the <current program national code> <program title> program, <CRICOS code> in which you are currently enrolled at RMIT University will be replaced by the <new program national code> <program title> program, <new CRICOS code> by <date>. This change is the result of government changes to this qualification, which include changes to some of the courses in the program.

This change will not affect your current studies or your prospects for further study and employment. RMIT will continue to deliver the <current program national code> <program title> program in <current year> as usual: if you complete all the requirements by <teaching period before transition deadline> you will be eligible to graduate with the <current program national code> <program title>. If necessary to aid your completion, an individual study plan will be developed for you.

By <teaching period of transition deadline>, however, any students still enrolled in the <current program national code> <program title> program will be required to transfer to the new <new program national code> <program title> program. We will check your progress and write to you again if it appears that you will not complete in time and will need to transfer to the new program. Please note that this transition will apply to all students whether part-time or on leave of absence. An enrolment information session will be held at that time to guide students through the transition.

If you have questions on this matter, please contact <contact name>, <position title> (email: <email address>; phone: <phone number>).

It is important that you can be contacted so we can update you on any issues related to your study. We therefore ask you to ensure that all your contact details are correct and up to date. The web-link for this is <https://www.rmit.edu.au/students/support-services/my-details-id-card/update-personal-details>.

We look forward to working with you as you progress toward the successful completion of your <current national program code> <program title> at RMIT University.

Sincerely

<Name>

<Position title>

<School>

RMIT University

CRICOS provider code 00122A RTO code 3046