**Student transition letter template 6**

**For DOMESTIC students who must be transitioned to a vocational education qualification that is classified as NOT EQUIVALENT**

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

Date

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

Dear <name>,

As previously notified to you, the <current program national code> <program title> program in which you are currently enrolled at RMIT University is being replaced by the <new program national code> <program title> program, by <transition deadline>. This change is the result of government changes to this qualification, which include changes to some of the courses in the program.

As the time when we can continue to teach your current program is about to expire, we must now transfer you to the new <new program national code> <program title> program.

If you are classified as at risk of unsatisfactory academic progress in the current teaching period, you will continue to be classified as at risk when you are enrolled in the new version of the program. Any leave of absence you have taken from the current program will count as leave of absence already taken from the current program.

*Enrolling in your new program*

The process to transfer your enrolment must be completed before Enrolment Online opens for <year> on <EOL opening date>. We need you to take the following actions so we can transfer your enrolment to the new program.

You must attend an enrolment information session to guide students through the transition, at which an individual transition plan will be provided to you. The enrolment information session will be held:

Date: <date>

Time: <time>

Venue: <venue>

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> qualification at RMIT University.

Sincerely

<Name>

<Position title>

<School>

RMIT University

CRICOS provider code 00122A RTO code 3046