**Student transition letter template 7**

**For INTERNATIONAL 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: Your transition from <current program national code> <program title> to <new program national code> <program title>**

Dear <name>,

As previously notified to you, the <current program national code> <program title> program, <CRICOS code> in which you are currently enrolled at RMIT University is being replaced by the <new program national code> <program title> program, <new CRICOS code> 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>

You must complete the *Application for change of program for currently enrolled international students* form (enclosed).

You must sign and return the form to school staff at the information session (or to the school office, <school office location> by 5.00 pm on <date> if you are unable to attend the information session).

RMIT will then provide you with your offer and electronic Confirmation of Enrolment (eCoE) for the new program. If you are a sponsored student, you must provide evidence of the change approval (i.e., financial guarantee) from your sponsor before RMIT International can process your acceptance, issue you a new eCoE or enrol you in the program. Please note that you will not be required to pay a deposit with your acceptance.

Please note that failure to accept your offer for the new program by <date> will result in the cancellation of your eCoE. It is important that you respond on time to avoid an impact on your student visa.

*Refunds and visa impact if you decide not to enrol in the new program*

If you decide that the new program does not suit your study needs, you may receive a full refund of any pre-paid tuition fees. You must complete an *Application for refund* form available at <https://www.rmit.edu.au/students/my-course/fees-loans-payments/fee-refunds> and submit it by following the directions on the form.

Please contact the Student Connect (see <https://www.rmit.edu.au/students/support-services/student-connect> or on tel. +61 3 9925 5000) for further refund information. Refer to your Letter of Offer for the details of the refund policy.

If you choose to discontinue the program with a fee refund, please note that your RMIT eCoE will be cancelled within 14 days from when we receive your *Application for refund* form. Your student visa will expire soon after your eCoE has been cancelled. Please contact the Department of Immigration and Border Protection (tel. 131 881) for more details.

*Contacts*

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 new <new national program code> <program title> qualification at RMIT University.

Sincerely

<Name>

<Position title>

<School>

RMIT University

CRICOS provider code 00122A RTO code 3046