

## Student information

Student number \_\_\_\_\_ Home campus \_\_\_\_\_

Family name \_\_\_\_\_ Given name \_\_\_\_\_

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

School \_\_\_\_\_

### CHANGE OF ENROLMENT DETAILS

Are you currently enrolled in more than one program?  No  Yes. You must complete a separate form for each program in which you want to vary your enrolment.

### CLASS DROPS (Withdrawals)

Course code	Semester	Course title

### CLASS ADDITIONS

Course code	Semester	Course title

Your enrolment variation cannot be processed via myRMIT (<https://sams.rmit.edu.au/>) because:

- it exceeds your approved academic load
- there is an Online Enrolment outage
- this is the only course in which you are
- the program does not offer online enrolment.
- enrolled the last day to add has passed
- other, please specify \_\_\_\_\_

I understand that I will remain liable for all fees if this authorised form is not submitted via the [RMIT Connect Portal](#) or school/college office by the specified deadline. I have checked my program structure and requirements. I understand that I am responsible for my academic progress and I am liable for any fees incurred from my course selection.

For more information on enrolment deadlines, please refer to <https://www.rmit.edu.vn/students/my-studies/important-dates-and-academic-calendar>

Student signature \_\_\_\_\_ (Print name) \_\_\_\_\_ Date (dd/mm/yyyy) \_\_\_\_\_

Signature of authorising officer – home school/college \_\_\_\_\_ (Print name) \_\_\_\_\_ Date (dd/mm/yyyy) \_\_\_\_\_

## More information

### Students with outstanding debts

If you have an outstanding debt to the University, you will be restricted from:

- enrolling in a new academic program
- enrolling in a new academic year and/or semester of study

These restrictions will apply until the debt has been cleared in full.

This practice aims to minimize your potential to incur a larger debt until your current outstanding amount has been cleared.

You will remain liable for full course fees for any classes/courses dropped after the Census date. Block mode and intensive classes will have the different timeline. Please refer to Student Fees and Charges Guide (<https://www.rmit.edu.vn/study-at-rmit/tuition-fees>) for more information.

### Fee refunds

For more information about credit balance and refunds, please contact [RMIT Student Connect](#).

### Form submission

A completed Enrolment variation form must be submitted via the RMIT Connect Online Portal [https://rmit.service-now.com/connect\\_vn](https://rmit.service-now.com/connect_vn)

The effective date of submission is the date this form is received by RMIT University Vietnam.

**You should not attend classes in which you are not formally enrolled.**

### Online information

Current students:

[www.rmit.edu.vn/students](http://www.rmit.edu.vn/students)

Academic calendars:

[www.rmit.edu.vn/students/my-studies/important-dates-and-academic-calendar](http://www.rmit.edu.vn/students/my-studies/important-dates-and-academic-calendar)

Fees and payments:

[www.rmit.edu.vn/students/my-studies/fees-and-payments](http://www.rmit.edu.vn/students/my-studies/fees-and-payments)

Leave of absence

[www.rmit.edu.vn/students/my-studies/enrolment-and-courses/apply-for-leave-of-absence](http://www.rmit.edu.vn/students/my-studies/enrolment-and-courses/apply-for-leave-of-absence)

### Academic Career

UGRD	Higher education undergraduate <i>Bachelor and honours level programs</i>
PGRD	Higher education postgraduate <i>Master by coursework, graduate diploma and graduate certificate level programs</i>
RSCH	Higher education by research <i>Master by research, doctor or philosophy level programs</i>
PREP	Preparatory and Adult VCE students <i>Providing entry to higher education or vocational education programs such as Foundation Studies</i>

### RMIT Vietnam - Academic semester codes

Term code	Description
2091	Semester 1-2020
2092	Semester 2-2020
2093	Semester 3-2020
2191	Semester 1-2021
2192	Semester 2-2021
2193	Semester 3-2021
Note:	The last two digits of the year are the first two digits of the term code, e.g. 2021 = 2191

### RMIT Vietnam – Saigon South Campus

702 Nguyen Van Linh District 7, Ho Chi Minh City

For current student services and support - RMIT Connect

Tel: (+84) 28 3776 1306

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