

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 Online Enrolment System (OES <https://oes.rmit.edu.vn/>) 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.

Classes/courses that are dropped after Friday of week 2 until Friday of week 4 of a semester (Census Date) will incur the late enrolment variation fee. However, 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 (section 6.8) <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 Connect](#).

Form submission

A completed Enrolment variation form must be submitted via the RMIT Connect Online Portal 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

Academic calendars:

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

Leave of absence

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

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