

# Cancellation of enrolment

## RMIT Vietnam

RMIT student number \_\_\_\_\_ Date of birth (DD/MM/YYYY) \_\_\_\_\_

Full name \_\_\_\_\_

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

Campus \_\_\_\_\_ Contact telephone number \_\_\_\_\_

This form is for students studying in RMIT programs delivered at RMIT University Vietnam.

You must read the information on page 2 before completing this form.

Lodge the completed form at Student Connect via Student Connect Online Portal [https://rmit.service-now.com/connect\\_vn/](https://rmit.service-now.com/connect_vn/)

### Enrolment cancellation details

I want my cancellation of enrolment to take effect in semester \_\_\_\_\_ year \_\_\_\_\_.

Classes will be cancelled from the date the form is received by RMIT University Vietnam (the effective date), as evidenced by the date marked on this form. You will incur an academic penalty and will be financially liable for fees if your Cancellation of enrolment form is received after the relevant deadline.

For information about relevant deadlines, go to the academic calendar at <https://www.rmit.edu.vn/students/my-studies/important-dates-and-academic-calendar>.

### List all programs you want to cancel. Note: you will remain active in any programs not listed below.

Program name	Program code
_____	_____
_____	_____
_____	_____

### My reason for cancellation of enrolment is: (tick one box only)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> academic difficulties                | <input type="checkbox"/> tuition fees too high      | <input type="checkbox"/> travelling overseas  |
| <input type="checkbox"/> program not what expected            | <input type="checkbox"/> financial hardship         | <input type="checkbox"/> medical              |
| <input type="checkbox"/> dissatisfaction with program         | <input type="checkbox"/> work commitments           | <input type="checkbox"/> personal             |
| <input type="checkbox"/> offshore to onshore program transfer | <input type="checkbox"/> visa not granted           | <input type="checkbox"/> family commitments   |
| <input type="checkbox"/> English language difficulties        | <input type="checkbox"/> offered other RMIT program | <input type="checkbox"/> support difficulties |
| <input type="checkbox"/> other _____                          |   |   |

### Student declaration

- I understand that I may remain liable for all fees if I do not formally cancel my enrolment prior to the relevant deadline.
- I understand that the effective date is the date this form is received by RMIT University Vietnam.
- I have read and I understand the information on page 2 of this form.
- I understand that if I subsequently decide to continue in this program, I will be required to apply via standard application processes.

Student signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

### Office use only

Has the student received a copy of this form?  Yes  No

Date of receipt at  
RMIT University Vietnam

Date stamp

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## RMIT Vietnam

Students considering cancelling their enrolment are advised to consult with Student Connect advisors ([https://rmit.service-now.com/connect\\_vn/](https://rmit.service-now.com/connect_vn/)).

### Effective dates

The effective date of submission is the date this form is received by RMIT Vietnam as evidenced by the date stamp on page 1 or by the submissions date recorded on Student Connect Online Portal.

For information about important dates, go to <https://www.rmit.edu.vn/students/my-studies/important-dates-and-academic-calendar>

### Financial liability

If students do not formally cancel their enrolment prior to the relevant deadline, they will incur a financial penalty for their course enrolments, even if they are no longer attending classes.

Please see the relevant deadlines in the academic calendar at <https://www.rmit.edu.vn/students/my-studies/important-dates-and-academic-calendar> or Student Fees and Charges Guide (section 6.8) at <https://www.rmit.edu.vn/students/my-studies/fees-and-payments>

### Fee refunds

For information, please see the Student Fees and Charges Guide (Section 10) at <https://www.rmit.edu.vn/students/my-studies/fees-and-payments>

### Form submission

Your completed form must be lodged at Student Connect via Student Connect Online Portal [https://rmit.service-now.com/connect\\_vn/](https://rmit.service-now.com/connect_vn/)

#### RMIT Vietnam

##### Hanoi Campus

Handi Resco Building

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#### RMIT Vietnam

##### Saigon South Campus

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District 7, Ho Chi Minh City