

PERSONAL DETAILS

Please complete this form online or using a blue or black pen

CANCELLATION OF ENROLMENT FORM

Family name	Given name	DOB (dd/mm/yyyy)
Student number	Program name	Program code
Academic career:	Undergraduate	Postgraduate

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 RMIT Connect at your local campus.

Name of program(s) to be cancelled

Program name	Program code
_____	_____
_____	_____

Are you enrolled in another RMIT program that you do not wish to cancel? If yes, please list below

Program name	Program code	Yes	No
_____	_____		
_____	_____		
_____	_____		

Enrolment cancellation details (Students to complete –see information on page 2 about academic semester)

I wish my cancellation of enrolment to take effect in semester: _____ / 20_____

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

For information about relevant deadlines go to the academic calendar at [this link](#).

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"/> other RMIT program |
| <input type="checkbox"/> program not what expected | <input type="checkbox"/> illness | <input type="checkbox"/> travelling overseas |
| <input type="checkbox"/> financial | <input type="checkbox"/> support difficulties | <input type="checkbox"/> offshore to onshore program transfer |
| <input type="checkbox"/> personal | <input type="checkbox"/> work commitment | <input type="checkbox"/> other (please specify) |
| <input type="checkbox"/> visa not granted | <input type="checkbox"/> English difficulties | |
| <input type="checkbox"/> dissatisfaction with program | <input type="checkbox"/> family | |

Student declaration

- I understand that I will remain liable for all fees if I do not cancel my enrolment prior to the relevant census date.
- I understand that the effective date is the date this form is received by RMIT University Vietnam.
- I have read and understood the information on page 2 of this form.
- I have retained a stamp copy of this form as evidence of submission.
- I understand that should I change my mind/reserve my decision I will be required to apply via standard application processes.

Student signature _____ Date (dd/mm/yyyy) _____

Office use only

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

Date of receipt at RMIT University Vietnam
Date stamp

Cancellation

Students considering cancelling their enrolment are advised to attend RMIT Connect for prior consultation.

Suspension of studies procedure

Detailed information regarding the RMIT Suspension of studies procedure may be obtained from www.rmit.edu.au/policies

Effective dates

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

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 [this link](#).

Fee information and refunds

For information please see the Student Fees and Charges Guide under Current Students, Tuition Fees at <http://www.rmit.edu.vn/tuition-fees>.

Form submission

A completed *Cancellation of enrolment* form must be submitted to RMIT Connect at your campus.

Student must retain a stamped copy of this form as evidence of submission.

RMIT Vietnam

Hanoi Campus
Handi Resco Building
521 Kim Ma Street
Ba Dinh District, Hanoi, Vietnam

RMIT Vietnam

Saigon South Campus
702 Nguyen Van Linh Blvd
Tan Phong Ward, District 7
Ho Chi Minh City, Vietnam

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>

Vietnam academic semester codes

1991	Semester 1-2019
1992	Semester 2-2019
1993	Semester 3-2019
2091	Semester 1-2020
2092	Semester 2-2020
2093	Semester 3-2020