

Application for approval of non-standard enrolment

Higher education

Using this form

Complete this form if you are a current RMIT student wanting to undertake courses not listed in your current RMIT program structure, either at RMIT or at another approved tertiary Australian institution.

The two main types of non-standard enrolment are:

- other RMIT studies (i.e. substituting an RMIT course that isn't part of your standard program structure)
- cross institutional outbound (i.e. completing a course at another approved Australian tertiary institution).

Note: this form is not relevant for outbound exchange or study abroad enrolment. Please contact **Global Experience Office** for more information about these activities.

International students studying in Australia

For international students on a student visa, it is your responsibility to ensure that you are not breaching any of your visa conditions as it may lead to cancellation of your visa. International students may be able to enrol in online or distance study modes when they are offered as part of CRICOS-registered programs or units delivered by a CRICOS registered provider. Please refer to rmit.edu.au/study-with-us/international-students/apply-to-rmit-international-students/student-visas/visa-conditions for more information. You are required to enrol in a full-time load each semester and complete your study within the expected program duration on your Confirmation of Enrolment (eCOE). If you're granted credit, your expected program duration may change and this may also affect your student visa.

RMIT to RMIT (non-standard on-campus enrolment within RMIT)

1. Complete Section A and B of this form and submit the completed form via the [RMIT Connect Portal](#) for approval.
2. Once approved, enrol in the substitute RMIT course via [Enrolment Online](#).
3. This form will be placed on your student file. On completion of your RMIT program, it will be checked to ensure any deviations from your program structure were approved.

Cross-institutional outbound

1. Complete Section A and B of this form and submit it via the [RMIT Connect Portal](#) for approval for approval together with a course guide from the host institution.
2. Once approved by RMIT, complete the host institution's inbound cross institutional application. This will usually require proof of RMIT approval – institutions may accept this form.
3. Enrol in line with the host institution's processes.
4. Enrol in your RMIT courses in the same semester. If you're not undertaking any RMIT courses in a given semester you'll need to apply for a **Leave of Absence**.
5. Once you've completed the course/s at the host institution you'll need to submit an official academic transcript and a **Credit transfer and higher education recognition of prior learning application** form to your home school/college in order to receive credit towards your RMIT program. This application form will be checked when approving your credit. See the [Apply for credit](#) webpage for more information.

Section A – Personal details (student to complete)

RMIT student number _____ Date of birth (DD/MM/YYYY) _____ Contact tel. _____

Given name/s _____

Family name _____

Program name _____

Program code _____ Campus _____

Fee status (please tick one)

☐ Commonwealth supported place (CSP) ☐ Domestic full-fee ☐ International full-fee

Using this form for (please tick one)

☐ RMIT to RMIT ☐ Cross-institutional outbound ☐ RMIT to Online (via OUA)

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Section B – Course/unit information (student to complete)

Name of host institution (e.g. University of Melbourne, RMIT, RMIT via OUA) _____

Proposed course/units				Which RMIT course in your current program structure will this be a substitute for?			
Course/unit code	Course/unit name	Course guide attached		Credit points	Course code	Course name	RMIT term
		Yes	No				

Note: you must attach course guides for any external (non-RMIT) course/s.

Section C – Office use only – RMIT home school/college to complete

Non-standard program structure approved? ☐ Yes ☐ No

Approved by _____

Signature _____ Date (DD/MM/YYYY) _____