

Client Number:						
First Name/s:			Surname:			
Postal Address:						
[Number / Street]						
[Suburb]			[State]		[Postcode]	
Phone/Mobile:					Date of Birth:	
					[required for verification]	
Email:						

Course code	Course name

**My reason for cancellation is:**

I understand the following:

- Single Course Terms and Conditions apply.
- A \$100 fee is retained for cancellation of each course.
- Single Course Cancellation of Enrolment forms must be received by RMIT Single and Short Courses prior to RMIT University census date for Semesters 1 or 2 to be eligible for a refund. Single Course Cancellation of Enrolment forms must be received by RMIT Single and Short Courses prior to the commencement of the third scheduled class for Spring or Summer Semesters to be eligible for a refund.
- No refunds will be issued for enrolment cancellations submitted after the final cancellation date.
- Transfers between Single Courses or semesters and/or deferrals will not be accepted.
- Refunds can take up to 30 days to be issued.
- A cancelled Tax Invoice will be issued to acknowledge the course cancellation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit form to RMIT University

Mail RMIT University, Single and Short Courses Unit, Academic Registrar's Group GPO Box 2476, Melbourne VIC 30001  
 Email Scan a copy and send to enquiries@rmit.edu.au  
 In Person RMIT Building 88, Level 8, 440 Elizabeth Street, Melbourne VIC 3000  
 Fax Fax form to +61 3 9925 8298

Office Use Only V1201103	Received Date	Checked	Cancelled	Emailed
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