

Single Course Application Information

What are Single Courses?

Single courses are subjects from degree programs, available to you even if you're not enrolled as a university student. You take the same classes and complete the same assessment tasks as RMIT University students.

What Else do I Need to Know?

- » Further information including timetables, fees and prerequisites are available at www.singlecourses.rmit.edu.au
- » Some courses have prerequisites. Please ensure you satisfy these prerequisites prior to applying.
- » All courses require approval from the RMIT University course coordinator before your application can be finalised. This step in the application process is handled by RMIT University and is based on information provided at the time of application.
- » International applicants must have a visa valid for the duration of the single course. Enrolling in a single course will not make you eligible for a student visa.
- » RMIT international students are not eligible to enrol in single courses. Please verify your enrolment process with your RMIT University School.
- » If you are a current local RMIT student you must submit written approval from your RMIT University School.
- » Supporting documentation must be supplied including:
 - » Completed Single Course Enrolment and Statistical Data Form
 - » Evidence of satisfaction of prerequisites (eg transcripts)
 - » Citizenship supporting documentation (eg passport, birth certificate).
- » On completion of a single course, RMIT University will issue a result statement confirming your achievement.
- » Applications will not be processed unless all required information and full payment is provided.

Single Course Terms and Conditions

1. There may be a limited number of enrolments available for some courses. In those cases, applications are processed in order of receipt.
2. All applications are subject to RMIT University approval. If successful, you will be issued a tax invoice. Course fees will not be processed for unsuccessful applications.
3. A non-refundable late fee of \$50 is payable for each single course application made after commencement of semesters 1 and 2 or the first day of course for spring and summer semesters.
4. You may cancel your enrolment by:
 - a) completing and lodging a Single Course Cancellation Form before the RMIT University census date; and
 - b) paying an administration fee of \$100 for each cancellation.
5. Refunds will only be credited to the original funding source or via other means as agreed by RMIT University.
6. There will be no deferrals or transfers, including any requests to transfer to another single course or semester.
7. We do not warrant that your home institution will grant any exemptions or credits to you for the course you undertake with us.
8. We may cancel a course at any time before the course starts. If we cancel a course, we will refund you in full as soon as practicable after the cancellation.
9. Our privacy policy outlines information relating to the collection and handling of your personal information by us. A copy of the policy is available on our website and to you on request.
10. Nothing in these terms and conditions will affect your statutory rights, and nothing in these terms and conditions will limit or exclude our liability for death or personal injury arising through negligence, fraudulent misrepresentation, or anything else that cannot be excluded or limited by us by law.
11. To the extent permitted by law, we are not liable for any indirect, special, incidental or consequential damages or otherwise (including without limitation loss of income or revenue, loss of business, loss of profits or contracts, loss of opportunity, loss of anticipated savings, loss of data, loss of goodwill), however arising and whether caused by tort, breach of contract or otherwise, even if we have been advised of the possibility of such damages.
12. Promotional codes may only be redeemed once per person during the relevant promotional period to provide a course fee discount. The total amount of all applicable discounts may not exceed 25 per cent of the course fee. You must tell us prior to payment if you are eligible for any discounts.

Dates

Semester	Information available	Enrolment period
Summer	October 2017	1-15 December 2017
Semester 1	December 2016	1-27 February 2017
Semester 2	May 2016	19 June - 14 July 2017
Spring	July 2017	6 August - 1 November 2017

For more semester dates visit:
<http://rmit.edu.au/students/he2017>

Public read-only timetables can be viewed at:
<https://mytimetable.rmit.edu.au/odd/timetable/>

Enquiries and Enrolments

Online

Apply online
www.singlecourses.rmit.edu.au

Email application form to
enquiries@rmit.edu.au

Phone

9 am - 5 pm weekdays
 +61 3 9925 8111

Mail

RMIT University
 Single and Short Course Unit
 Academic Registrar's Group
 GPO Box 2476
 Melbourne VIC 8006


In person

By appointment only, please email or phone us to arrange a time.

9 am - 5 pm weekdays
 Cash not accepted

Fax

Fax application form to
 +61 3 9925 8298

1. Personal Details						
Student Number			Client Number			
First name			Middle name			
Last name						
Date of birth	D D / M M / Y Y Y Y		Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>
Citizenship						
<input type="checkbox"/> Australian citizen	Supporting documentation (eg passport, birth certificate etc)			Document reference number		
	Are you of Aboriginal or Torres Strait Islander origin? <small>More information regarding support for students of Aboriginal or Torres Strait Islander origin can be found at www.rmit.edu.au/ngarara</small>			<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander		
<input type="checkbox"/> Permanent resident, non-humanitarian		Residency date	D D / M M / Y Y Y Y			
<input type="checkbox"/> Permanent resident, humanitarian		Visa subclass				
<input type="checkbox"/> International onshore student (includes all temporary visa classes)		Supporting documentation (eg passport/travel document/certificate etc)				
<input type="checkbox"/> New Zealand citizen		Document reference number				
<input type="checkbox"/> International offshore student						
2. Address details						
Australian residential address						
Address 1						
Address 2						
Suburb						
State		Post code		Country		
Australian mailing address – (If different to above)						
Address 1						
Address 2						
Suburb						
State		Post code		Country		
Overseas residential address – International Applicants Only						
Address 1						
Address 2						
Suburb						
State		Post code		Country		
Telephone (Include Country code)						
Mobile		Home		Work		
Email						
Personal Email address						
Emergency contact in Australia						
Full name				Phone no.		

3. Course details

Course Name					
Course Code		Semester		Fee	
Are you eligible for a discount?			<input type="checkbox"/> RMIT Staff	<input type="checkbox"/> RMIT Alumni	
Please provide your RMIT number for verification					

4. Payment details

Payment or a company purchase order/letter of authority is required to confirm enrolment
<input type="checkbox"/> Visa/MasterCard (pay via www.shortcourses.rmit.edu.au)
<input type="checkbox"/> Bank or Company Cheque (payable to RMIT University)
<input type="checkbox"/> Money Order
<input type="checkbox"/> Invoice (please attach a company purchase order/letter of authority)

5. Satisfaction of Prerequisites

I satisfy the criteria required to undertake this single course.
Where prerequisites apply, attach evidence of prerequisite satisfaction or discuss below (evidence must be supplied on request). Where RMIT approval is required to finalise your single course application, discuss reasons for application below:

6. Declaration

I declare that to the best of my knowledge the information supplied in this application and the documentation supporting it is correct and complete. I acknowledge that the provision of incorrect information or documentation relating to my application may result in cancellation of any offer of enrolment by RMIT. I acknowledge that while I am an enrolled single course student, I am subject to the regulations and rules of RMIT and to lawful instruction of the authority of the University. I also acknowledge that successful completion of a single course will allow me to apply to RMIT University for credit towards an RMIT award, and that conditions may apply. I have read and accepted RMIT University's Single course terms and conditions.

Signature		Date	
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Office Use only

Program details					
Program code		Program title		National code	
Plan code		Plan Title		Campus	
Fund source		Attendance mode		Admit term	
Liability code		Load		Year	
Debtor information					
Debt reason		Debt date		Amount	

Statistical data
1. What is your main reason for undertaking this subject?

- | | |
|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> For personal interest or self development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons |

2. In which country were you born? (please indicate):

3. Are you of Aboriginal or Torres Strait Islander origin?

- | | |
|-----------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes, Aboriginal |
| | <input type="checkbox"/> Yes, Torres Strait Islander |
| | <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander |

4. Do you speak a language other than English at home?

- | | |
|-----------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes (please indicate): |
|-----------------------------|---|

5. In which country will you live while you study?

Country:	Suburb:
Postcode:	

6. In which country is your permanent home residence?

- | | |
|---|----------------------|
| <input type="checkbox"/> Australia | Australian postcode: |
| <input type="checkbox"/> Other country (please indicate): | |

7. Do you have a diagnosed disability, impairment or long term medical condition which may affect your studies?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Please indicate the area(s) of disability, impairment or long term condition. (select one or more)

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Mobility |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Other (such as mental health) |

If YES, would you like to receive advice on support services, equipment and facilities which may assist you in your studies?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

8. Please indicate the level of education of your parents or guardians
(a) Parent/guardian 1

- | | |
|--------------------------------|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| <input type="checkbox"/> Other | <input type="checkbox"/> No parent or guardian |

What is the highest level of education completed by your parent/guardian 1? (tick **one** box only)

- | |
|---|
| <input type="checkbox"/> Postgraduate qualification (eg graduate diploma, masters, PhD) |
| <input type="checkbox"/> Bachelor degree |
| <input type="checkbox"/> Other post-school qualification (eg associate degree, diploma, advanced diploma, apprenticeship, VET/TAFE certificate) |
| <input type="checkbox"/> Completed Year 12 or equivalent |
| <input type="checkbox"/> Completed Year 10 or equivalent continued at school, but didn't complete Year 12 or equivalent |
| <input type="checkbox"/> Completed Year 10 or equivalent |
| <input type="checkbox"/> Didn't completed Year 10 or equivalent |
| <input type="checkbox"/> Don't know |

(b) Parent/guardian 2					
<input type="checkbox"/> Male		<input type="checkbox"/> Female			
<input type="checkbox"/> Other		<input type="checkbox"/> No parent or guardian			
What is the highest level of education completed by your parent/guardian 2? (tick one box only)					
<input type="checkbox"/> Postgraduate qualification (eg graduate diploma, masters, PhD)					
<input type="checkbox"/> Bachelor degree					
<input type="checkbox"/> Other post-school qualification (eg associate degree, diploma, advanced diploma, apprenticeship, VET/TAFE certificate)					
<input type="checkbox"/> Completed Year 12 or equivalent					
<input type="checkbox"/> Completed Year 10 or equivalent continued at school, but didn't complete Year 12 or equivalent					
<input type="checkbox"/> Completed Year 10 or equivalent					
<input type="checkbox"/> Didn't completed Year 10 or equivalent					
<input type="checkbox"/> Don't know					
9. What education had you completed or commenced at any institution before you first enrolled in your program?					
(a) Higher education postgraduate program of any type (tick one box only):			(b) Higher Education bachelor degree program (tick one box only):		
<input type="checkbox"/> Completed			<input type="checkbox"/> Completed		
<input type="checkbox"/> Commenced but not completed			<input type="checkbox"/> Commenced but not completed		
<input type="checkbox"/> Never commenced			<input type="checkbox"/> Never commenced		
Please indicate last enrolment year			Please indicate last enrolment year		
Was it completed in Australia?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was it completed in Australia?	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Higher education sub-degree program (tick one box only)			(d) Vocational education sub-degree program (tick one box only)		
<input type="checkbox"/> Completed			<input type="checkbox"/> Completed		
<input type="checkbox"/> Commenced but not completed			<input type="checkbox"/> Commenced but not completed		
<input type="checkbox"/> Never commenced			<input type="checkbox"/> Never commenced		
Please indicate last enrolment year			Please indicate last enrolment year		
Was it completed in Australia?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was it completed in Australia?	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Vocational education award other than the above (tick one box only)			(f) Final year of your secondary education (Year 12 or equivalent) at a TAFE College (tick one box only)		
<input type="checkbox"/> Completed			<input type="checkbox"/> Did final year		
<input type="checkbox"/> Commenced but not completed			<input type="checkbox"/> Did not do final year		
<input type="checkbox"/> Never commenced			Please indicate last enrolment year		
Please indicate last enrolment year			Was it completed in Australia?		
Was it completed in Australia?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Final year of your secondary education (Year 12 or equivalent) at a high school, technical high school, secondary school or secondary college (tick one box only)			(h) Other qualification		
<input type="checkbox"/> Did final year			<input type="checkbox"/> Completed		
<input type="checkbox"/> Did not do final year			<input type="checkbox"/> Commenced but not completed		
Please indicate last enrolment year			<input type="checkbox"/> Never commenced		
Please indicate last enrolment year			Please indicate last enrolment year		
Was it completed in Australia?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was it completed in Australia?	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

RMIT Privacy Statement

RMIT is committed to safe guarding student privacy and requires all students to read and understand the following privacy statement.

RMIT University is providing this notice because the University has sought your personal information. RMIT requires this information so it can fully and properly administer your enrolment in accordance with its policies and procedures. Information may also be used for related secondary purposes such as informing students about:

- career opportunities or future programs that may be of interest
- events or alumni activities following your graduation
- arts, sports or leisure activities that may be of interest.

Student information will also be used to start and operate externally hosted applications used by RMIT as part of its education provision, for example (but not limited to) Google, Blackboard, online courses and pre-enrolment testing providers, where applicable. Any information used or disclosed will be limited to that necessary to effectively operate the service or application. Contracted service providers and the recipient organisations are required to provide the same privacy safeguards as RMIT.

Data on students' usage of learning support and management systems such as (but not limited to) Blackboard, the RMIT network and library systems, may be used by the University to identify and contact students who may need additional support in their studies, or may be provided in aggregated form to RMIT University staff to support decision-making on improvement of learning and teaching.

RMIT is required under law to collect and report enrolment details to Australian Government and Victorian Government agencies, including the Departments of Education and Training, Centrelink, the Department of Immigration and Border Protection, and the Australian Taxation Office.

Data, including results, relating to students studying at locations outside of Australia, may also be released to partner organisations for the purpose of administering enrolments and program delivery in those locations. Use and disclosure of this information, other than to the respective partner organisation, will only be in accordance with this privacy statement, unless required by an Australian or local law.

Student data may also be accessed for conducting duly authorised research, or to seek specific consent to participate in such research. In such instances the identity of the individuals will not be disclosed in any resulting report or publication unless specifically authorised by the individual concerned.

Information may also be released to external agencies or government departments/agencies to facilitate bulk mail-outs, debt collection activities and conduct student satisfaction surveys. These organisations are required to provide the same privacy safeguards as RMIT.

RMIT discloses awards verification information, specifically the program name and conferral/graduation date, on request, to prevent the use of fraudulent RMIT qualifications. Where further information is sought authorisation from the student is required.

You have the right to request access to and/or correct any personal information concerning you that is held by RMIT. For further information or enquiries please contact RMIT Connect at <http://www.rmit.edu.au/students/connect>. Complex access requests may require a formal application under the Freedom of Information Act 1982. Such requests should be directed to the University Freedom of Information Officer at <http://www.rmit.edu.au/about/governance-and-management/governance/freedom-of-information/making-a-request/>.

More information

RMIT periodically refines the student privacy statement to reflect appropriate information flows. The overall level of privacy protection is maintained when changes or inclusions are made. If you have a query about your personal information and the way it is handled, please check online for the current privacy statement.

For more details on how information is handled at RMIT:

- refer to the RMIT Privacy and Data Protection Policy
- visit the Privacy webpage at <http://www.rmit.edu.au/about/governance-and-management/governance/privacy/>
- speak with staff at RMIT Connect
- email RMIT's Privacy Officer at privacy@rmit.edu.au

Statement of Student Responsibilities

As fully independent and active learners, RMIT students are expected to assume responsibility for the choices they make in relation to their academic program.

At the time of enrolment all RMIT students must agree to the following statements, which together comprise the Statement of student responsibilities:

Enrolment

1. The information I have provided at enrolment is true and correct and that I am responsible for correcting any errors made during the enrolment process.
2. I must comply with University regulations and policies at <http://www.rmit.edu.au/policies>, the published requirements relating to my program and any directions given to me by the University regarding my enrolment. I have read the official Handbook (program guide) and related course guides at <http://www.rmit.edu.au/students/program-course-info> for the program into which I am enrolling.
3. I acknowledge that RMIT University reserves the right to cancel or amend my enrolment if I do not adhere to the requirements listed in this statement.

Communication

4. I acknowledge that official communications from the University will be sent to me via my RMIT student email account, or via announcements in myRMIT, or by post to my current mailing address, or by SMS (and to my personal email account for all graduation communication and it is my responsibility to monitor regularly this communication). RMIT will not extend or vary a deadline on the basis that I did not receive or read information sent to me.
5. I must keep my personal information such as contact details (including personal email, mobile phone number, emergency contact details and, current mailing address) up-to-date for the duration of my enrolment and during periods of approved leave.

Student Records

Where appropriate, I authorise RMIT University to:

- obtain details of my past results from other educational institutions and professional bodies;
- reproduce, communicate, compare and archive my assessments for the purpose of detecting plagiarism.

Declaration

I will take personal responsibility for my behaviour and act fairly, honestly, courteously and with integrity as a member of the RMIT community.

I acknowledge and agree to the terms described in the RMIT privacy statement and this Statement of student responsibilities.

Student Signature		Date	
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