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 university students.

What do I need to know?

- Further course information including course descriptions, timetables, credit points and prerequisites are available at www.singlecourses.rmit.edu.au
- Some courses have prerequisites. Please ensure you satisfy these prerequisites prior to applying.
- Some courses will require approval from RMIT University before your application can be finalised. This step in the application process is handled by RMIT Training and is based on information provided at the time of enrolment.
- Applications from current local RMIT students must include written RMIT University approval from your home school.
- RMIT International students are not eligible to enrol in a Single Course offered through RMIT Training Pty Ltd. Please verify your enrolment process with your home school.
- Cancellation requests must be submitted to RMIT Training before the third scheduled class. No refunds will be issued after this date.
- On completion of a Single Course, RMIT Training will issue a result statement confirming your achievement. Your result statement may be used to obtain exemptions, this is not an automatic process and conditions may apply.

How much do they cost?
Single Course fees are included in the following pages and are current at time of publication.

Australian citizens and permanent residents and New Zealand citizens are eligible for local fees (Local). International fees (Int’l) apply to all other applicants.

When can I start?

**Semester 2 2010**

**Enrolments**
Open: 28 June 2010
Close: 16 July 2010

**Classes**
Commence the week beginning Monday 19 July 2010.

How do I apply?

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<tr>
<th>Mail</th>
<th>Complete the Single Course Application Form and mail to RMIT Training Pty Ltd including full payment. RMIT Training Pty Ltd PO Box 12058 A’Beckett Street Melbourne VIC 8006</th>
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<tr>
<td>Fax</td>
<td>Complete the Single Course Application Form and include credit card details (Visa / MasterCard accepted) or attach a company purchase order. Fax to (+61) 3 9925 8298</td>
</tr>
<tr>
<td>Online</td>
<td>Book online and pay by credit card on our website <a href="http://www.singlecourses.rmit.edu.au">www.singlecourses.rmit.edu.au</a> (Online option is not available to RMIT Students)</td>
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Contact details

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<tr>
<th>Mail</th>
<th>RMIT Training P/L PO Box 12058 A’Beckett Street Melbourne VIC 8006</th>
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<td>Phone</td>
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<tr>
<td>Fax</td>
<td>+61 3 9925 8298</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:enquiries@rmit.edu.au">enquiries@rmit.edu.au</a></td>
</tr>
<tr>
<td>Office hours</td>
<td>9.00 am – 5.00 pm Monday to Friday</td>
</tr>
<tr>
<td>Visit</td>
<td>Level 9, 501 Swanston Street, Melbourne</td>
</tr>
<tr>
<td>Web</td>
<td><a href="http://www.singlecourses.rmit.edu.au">www.singlecourses.rmit.edu.au</a></td>
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### Business

#### Single Courses from Bachelor Degrees

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Legend: A – RMIT school approval  P – prerequisites apply

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### Design and Social Context

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Legend:  A – RMIT school approval  P – prerequisites apply

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**Fashion and Textiles**

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<td>Energy Medicine</td>
<td>2400</td>
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<td>Food as Medicine</td>
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<td>PUBH1376</td>
<td>Wellness Coaching</td>
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<tr>
<th>Code</th>
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<td>Introduction to Information Security</td>
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<td>Haematology 1</td>
<td>3200</td>
<td>3800</td>
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<td>MEDS2111</td>
<td>Histopathology and Cytology</td>
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<td>3800</td>
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Legend: A – RMIT school approval  P – prerequisites apply
Single Course Application Information
Semester 2 2010

How to apply

<table>
<thead>
<tr>
<th>Method</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail</td>
<td>Complete the Single Course Application Form and post back to RMIT Training Pty Ltd including full payment. RMIT Training Pty Ltd, PO Box 12058, A’Beckett Street, Melbourne VIC 8006</td>
</tr>
<tr>
<td>Fax</td>
<td>Complete the Single Course Application Form including your credit card details (Visa / MasterCard) or attach a company purchase order. Fax to (+61) 3 9925 8298</td>
</tr>
<tr>
<td>Online</td>
<td>Book online and pay by credit card via <a href="http://www.singlecourses.rmit.edu.au">www.singlecourses.rmit.edu.au</a> (Online option is not available to RMIT Students as written approval by home school is required)</td>
</tr>
</tbody>
</table>

Application checklist

- Ensure your personal/billing details are correct and written clearly
- Ensure course and payment details are correct. Note: Cheques are made payable to ‘RMIT Training Pty Ltd’
- Include your Client Number issued by RMIT Training if you are a previous Single Course student
- Ensure you have met any course prerequisites and that you are eligible to apply for your chosen single course
- International applicants must have a visa valid for the duration of the single course (RMIT International students cannot enrol in a single course)
- Current local RMIT students must submit written approval from your home school

On request supporting documentation must be supplied including:
- evidence of satisfaction of prerequisites
- evidence of current visa or residency status

Applications will not be processed unless all required information and full payment is provided.

Single Course Terms and Conditions

1. Quotas may apply to offered courses. Applications are processed in order of receipt.
2. All applications are subject to final RMIT University School approval. Applications accepted and confirmed are issued with a Tax Invoice. Course fees will not be processed for unsuccessful applications.
3. A non-refundable late fee of $50 will apply for each Single Course application received after commencement of Semesters 1 & 2 or first class for Spring & Summer Semesters.
4. Enrolment cancellation forms must be submitted prior to the commencement of the third scheduled class to be eligible for a refund. A $100 fee is retained for each cancellation. No refunds will be issued for enrolment cancellations submitted after the third scheduled class.
5. Transfers between Single Courses or semesters and/or deferments will not be accepted.
6. It is the responsibility of all students to ensure that their home university will grant exemptions for courses undertaken.
7. RMIT reserves the right to cancel a Single Course. In the event of a course cancellation, course fees paid will be refunded in full.

Every effort has been made to ensure the information contained in this publication is accurate and current at the date of printing. For the most up-to-date information, please refer to www.singlecourses.rmit.edu.au before booking a course.
This page has been intentionally left blank.
Course details

Course Code     Course Name     Course Fee $
Please use one application form per course

Your details

Client Number (if known)       Company Name (if applicable)
Title       First Name/s       Surname
Postal Address     Suburb       State       Postcode
Phone (1)       Phone (2)
Email Address       Date of Birth       /       /
Gender       Male / Female       How did you hear about the course?

Billing address

☐ Same as above       ☐ Alternative billing address
Contact Name       Position
Company Name       Phone (1)
Postal Address     Suburb       State       Postcode

Payment details

☐ Cheque/Money Order (payable to RMIT Training Pty Ltd)
☐ Visa       ☐ MasterCard
Card Number       /       /       /       Expiry Date       /       CCV Number
Cardholder’s Name       Signature
☐ Invoice (Available only to organisations supplying purchase order/letter of authority with enrolment form. Invoice to be paid in full within 7 days and prior to course commencement.)

Citizenship details

☐ Citizen of Australia or New Zealand/Permanent Resident of Australia (Evidence must be supplied on request)
☐ Temporary Resident Visa/Student Visa (It is the applicant’s responsibility to ensure the visa is valid for the course duration. Evidence must be supplied on request)

RMIT University status

Only complete if applicable
☐ I am a current RMIT student       ☐ I am an RMIT Alumni Graduate       ☐ I am an RMIT staff member
Student no.       Student no.       Staff no.

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.

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 and RMIT award, conditions may apply. I have read and accepted RMIT Training Pty Ltd’s Single Course Terms and Conditions.

Signature       Date

RMIT Continuing Education (a Business Unit of RMIT Training Pty Ltd) requires the above personal information so it can fully and properly administer your enrolment in accordance with its policies and procedures. Your information may also be used for related secondary purposes, such as advising you of future short courses and single courses offered by RMIT. At any stage, you can request to no longer receive this material or to access the personal information that is held on you by contacting the RMIT Continuing Education Centre on (03) 9925 8111.