

Short Course Enrolment Form

RMIT University | ABN 49 781 030 034



Course Name	Course code	Start date	Fee
			\$
			\$
			\$

Student Details

Client number (if known)	Date of birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
Title	First name(s)	
Last name		
Company (if applicable)		
Postal address		
Suburb	State	Postcode
Email		
Mobile	Phone	
How did you hear about the course(s)?		

Billing Details

<input type="checkbox"/> Same address as above	<input type="checkbox"/> Alternative billing address (complete details below)		
Company	Contact name		
Postal address			
Suburb	State	Postcode	
Phone	Email		
Are you eligible for a discount? Discounts do not apply to all short courses. Please check if you are unsure.			
<input type="checkbox"/> Healthcare/Pensioner card (copy must be provided with enrolment form)	<input type="checkbox"/> RMIT student	<input type="checkbox"/> RMIT alumni	<input type="checkbox"/> RMIT staff
Provide your RMIT number for verification _____			

Payment Details

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

Short Course Terms and Conditions

Payment

- For individuals, the course fee is payable at the time of enrolment.
- For organisations, we will issue an invoice when a purchase order or letter of authority is received by us. The invoices must be paid in full either within seven days of the invoice date or prior to course commencement, whichever comes first.
- 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% of the course fee. You must tell us prior to payment if you are eligible for any discounts.

Transfers

- You may transfer to another available course at no cost, provided you make a request at least five business days before the course starts. An administration fee of 10% of the course fee will apply if a request is made after that time but before the course starts.
- We will not accept any changes in enrolments, including transfers, after the course starts.
- If you are unable to attend the course you are enrolled in, another person may attend the course in your place for the entire course at no extra charge, provided that:
 - you let us know in writing before the course starts; and
 - you and that person respectively agree to any terms and conditions which may apply in this case.

Cancellations

- You may cancel your course booking provided you make a request at least five business days before the course starts. RMIT may request that you forward refund requests to us in writing. Refunds will only be credited to the original funding source or via other means as agreed by RMIT. An administration fee of 50% of the course fee will apply if a request is made after that time but before the course starts.

General

- Full course fee is payable for non-attendance.
- We may change the course details or cancel any course including those with insufficient enrolments or because of circumstances beyond our reasonable control. A refund or alternative courses will be offered to you in these circumstances.
- Additional conditions of enrolment may apply to some courses including online, flexible, blended and distance delivery courses.
- Visit our website for additional terms and conditions specific to your course.
- 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.
- 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 law.
- 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.

<input type="checkbox"/> I accept these terms and conditions	Signature	Date
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RMIT University 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 calling +61 3 9925 8111.

Online	Phone	Mail	In Person	Fax
Enrol online at www.shortcourses.rmit.edu.au Email enrolment form to enquiries@rmit.edu.au	9am–5pm weekdays +61 3 9925 8111	RMIT University Single and Short Course Unit Academic Registrar's Group GPO Box 2476 Melbourne VIC 3001	By appointment only Building 88 Level 9, 440 Elizabeth Street Melbourne VIC 3000 9 am–5 pm weekdays	Fax enrolment form to +61 3 9925 8298