Single Course Application Information
Semester 1 2015

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.

Fees
Single course fees are included in the previous pages and are current at time of publication.

What Else do I Need to Know?
» Further information including timetables and prerequisites is available at www.singlecourses.rmit.edu.au
» Some courses have prerequisites. Please ensure you satisfy these prerequisites prior to applying.
» Some courses 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 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 offered through RMIT Training. 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.
» On request supporting documentation must be supplied including:
  » evidence of satisfaction of prerequisites
  » evidence of current visa or residency status.
» On completion of a single course, RMIT Training 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 cancellation form before the RMIT University census date; and
   b. paying an administration fee of $100 for each cancellation.
5. There will be no deferments or transfers, including any requests to transfer to another single course or semester.
6. We do not warrant that your home institution will grant any exemptions or credits to you for the course you undertake with us.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
# Single Course Application Form

**RMIT Training Pty Ltd | A company of RMIT University | ABN 61 006 067 349**

Please use one application form per course.

## Course Name

<table>
<thead>
<tr>
<th>Course code</th>
<th>Semester</th>
<th>Fee</th>
</tr>
</thead>
</table>

## Student Details

<table>
<thead>
<tr>
<th>Client number (if known)</th>
<th>Date of birth</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>First name(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Postal address

<table>
<thead>
<tr>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Mobile</th>
<th>Phone</th>
</tr>
</thead>
</table>

How did you hear about the course(s)?

## Billing Details

- [ ] Same address as above
- [ ] Alternative billing address (complete details below)

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suburb</td>
<td>State</td>
<td>Postcode</td>
</tr>
<tr>
<td>Email</td>
<td>Mobile</td>
<td>Phone</td>
</tr>
</tbody>
</table>

Are you eligible for a discount?

- [ ] RMIT alumni
- [ ] RMIT staff

Provide your RMIT number for verification

## Payment Details

- [ ] Visa
- [ ] Cheque/Money Order (payable to RMIT Training Pty Ltd)
- [ ] MasterCard
- [ ] Invoice (please supply a company purchase order/letter of authority)

<table>
<thead>
<tr>
<th>Card number</th>
<th>Expiry date</th>
<th>CVV</th>
</tr>
</thead>
</table>

Cardholder's name

Signature

## Citizenship Details

- [ ] Citizen of Australia or New Zealand/Permanent Resident of Australia
- [ ] Temporary Resident Visa/Student Visa

(evidence must be supplied on request)

(It is your responsibility to ensure your visa is valid for the course duration—evidence must be supplied on request.)

## 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 an RMIT award, and that conditions may apply. I have read and accepted RMIT Training Pty Ltd's single course terms and conditions.

Signature | Date

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 calling +61 3 9925 8111.