

# Offer Acceptance Form

for international students

## RMIT ACCEPTANCE PART A

### Section 1 Personal details

**Title**  **Gender**  Male  Female  
*(Mr/Mrs/Ms)*

**Family name**   
*As shown in passport. Please also attach a copy of your passport.*

**Given name(s)**

**Date of birth**  *Day/month/year* **Country of birth**

**Country of citizenship**

**Mailing address**  
*Number and street name*  *City/Suburb*   
*State*  *Postcode*  *Country*

**Contact numbers**  
*Telephone*  *Mobile*   
*Email*

Student No

(Refer to the top right-hand corner of your offer letter.)

#### Accepting your offer

All entries must be typewritten or handwritten in **BLOCK LETTERS** using black pen.

Return your completed Offer Acceptance Form with the payment to RMIT International.

#### How to pay

The following methods of payment are accepted:

- Bank draft**  
Draft should be payable to 'RMIT University' in Australian dollars and to an Australian bank. Write your student name and reference number on the back of the draft.
- Credit card (Visa or Mastercard)**  
Please complete details on the back of this form.
- Telegraphic transfer**  
Paid in accordance with the following details:  
Payee: RMIT University  
Bank: Commonwealth Bank of Australia  
Branch: Melbourne, Victoria 3000 Australia  
BSB no.: 063-262  
Account no.: 1000-6849  
A copy of the telegraphic transfer receipt, including your full name and contact details, must be attached to your Offer Acceptance Form.
- In person: RMIT International EFTPOS** (Electronic Funds Transfer at Point of Service). Payments between AU\$70 and AU\$1,000 will be accepted.

#### Please submit the completed form to:

**RMIT University**  
*Postal address:*  
RMIT International  
GPO Box 2476  
Melbourne VIC 3001 Australia

*By courier:*  
RMIT International  
Level 4, RMIT Building 22  
330 Swanston Street  
Melbourne VIC 3000 Australia

*In person:*  
International desk at Info Corner  
Level 1, RMIT Building 22  
330 Swanston Street  
Melbourne VIC 3000 Australia  
Tel. +61 3 9925 5156  
Fax: +61 3 9663 6925  
Email: ISacceptances@rmit.edu.au  
www.rmit.edu.au/international  
RMIT University  
CRICOS Provider Code 00122A  
RMIT English Worldwide (REW)  
CRICOS Provider Code 01912G

### Section 2 Student visa information requirements

**Sponsorships** Are your fees to be paid by a sponsor or via a scholarship?  Sponsor  Scholarship  Neither  
Who is your sponsor/scholarship provider?   
*Please include a current letter of financial guarantee from your sponsor/scholarship provider so that fees can be correctly invoiced.*

**Passport number**  **Country of issue**

**Residency** Are you currently in Australia?  Yes  No  
Are you a permanent resident of Australia?  Yes  No

**Visa information** Do you have a current Australian visa?  Yes  No  
If yes, what is your visa number?  **Expiry date**  *Day/month/year*  
Please specify type:  **Subclass number**   
*(e.g., student, visitor)*  
Are you applying for an Australian student visa?  Yes  No  
Where will you apply for your visa?  *City*  *Country*  
*(Location of Australian diplomatic office)*  
Are you applying for an e-visa?  Yes  No

**Overseas Student Health Cover (OSHC)** It is an Australian Government requirement that all international students on a student visa are covered by OSHC (exemptions apply). Payment of OSHC needs to occur when you accept your offer. If you are accompanied by family and children, you require the compulsory family policy for OSHC. RMIT will arrange visa-length cover with our preferred OSHC provider, Medibank Private [www.medibank.com.au/overseas-students/about-oshc.aspx](http://www.medibank.com.au/overseas-students/about-oshc.aspx)  
Do you have valid OSHC?  Yes  No  
If **No**, please tick  the level of OSHC you require:  
 Single OSHC OR  Family OSHC  
Amount for OSHC paid  Box 1 AU\$

If **Yes**, please provide the following information.  
OSHC membership provider   
OSHC membership number  **Expiry date**  *Day/month/year*  
*(if you have current OSHC cover)*

**Release letter** Are you currently enrolled or hold a package offer/Confirmation of Enrolment with another education provider in Australia?  
 Yes  No  
*If you have not completed six months of study in your principal program, RMIT University will not be able to accept this form unless a release letter from the current education provider is attached.*

### Section 3 Program acceptance information

**A. English language program** I ACCEPT this offer of:  (nominate number of weeks) **Commencement date**  *Day/month/year*

**Fees** English language (ELICOS) program fee  AU\$  
Compulsory ELICOS enrolment fee  AU\$  
 AU\$  
Box 2  AU\$

*Complete Part A if you are accepting an offer for an English language program (ELICOS) at RMIT English Worldwide (REW).*

B. RMIT program I ACCEPT the  Firm offer OR  Conditional offer

Complete Part B if you are accepting an offer for a formal RMIT program.

Program name	Program code	Commencement date (month/year)
Deposit: (Refer to offer letter for deposit payable.)		Box 3 AU\$
Program name	Program code	Commencement date (month/year)
Deposit: (Refer to offer letter for deposit payable.)		Box 4 AU\$
D. Homestay (optional) For non-ELICOS students only. (An AU\$220 homestay placement fee applies.)		Box 5 AU\$
Add amounts in boxes 1, 2, 3, 4 & 5 (Do not send cash. Please see payment options listed on the form.)		Total payment AU\$

## Section 4 Acceptance and declaration

I have read, understood and accepted the RMIT University refund policy for international students, and the RMIT English Worldwide refund policy.

I understand and accept that:

- » RMIT University reserves the right to discontinue or alter any program, course/subject, fee, admissions requirement, staffing or other arrangement without prior notice.
- » Information is collected on this form and during my enrolment in order to meet RMIT University's obligations to ensure that my compliance with the conditions of my visa and my obligation under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students (ESOS) Act 2000, the ESOS Regulations 2001, and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law.
- » RMIT University collects, uses and destroys my information in accordance with the university's Privacy Policy (refer [www.rmit.edu.au/privacy](http://www.rmit.edu.au/privacy)).
- » RMIT University reserves the right to annually adjust program fees to take into account increases in University and program delivery costs. Changes to program tuition fees will be applied at the beginning of each calendar year. RMIT will ensure that any future fee increase will be maintained below 7.5% (subject to rounding). In the event of a variation between the fees on my offer letter and the approved RMIT schedule of fees and charges, the approved schedule will prevail.
- » Quoted tuition fees are an estimate based on standard full time loads and will vary depending on program and plan (i.e. the actual enrolled load). Tuition fees will increase if courses need to be repeated or additional electives that will exceed the minimum requirement need to be undertaken. Program tuition fees are invoiced on a semester basis on the enrolled load for that particular semester. Penalties will apply if payment is not received by the due date.
- » Tuition fees do not include the Overseas Student Health Cover (OSHC), administrative services charges, books, equipment and other materials required to undertake the program or compulsory activities where relevant, such as fieldwork, excursions or laboratory practicals. Details on additional costs can be found in the program descriptions on the RMIT web site ([www.rmit.edu.au](http://www.rmit.edu.au)) and at the RMIT fee web site ([www.rmit.edu.au/programs/fees/other](http://www.rmit.edu.au/programs/fees/other)).
- » Any OSHC paid to RMIT University will be transferred as soon as practicable to the university's preferred OSHC provider, and in the event that I choose to cease my enrolment after my arrival in Australia, I am responsible for seeking a refund of any prepaid OSHC fees directly from my OSHC provider.
- » OSHC charges are set by the university's preferred OSHC provider and may be subject to change without notice.
- » I must notify RMIT University of any change in my address within seven days of the change in address occurring.
- » I must arrive by the advertised commencement date otherwise I will not be permitted to enrol and commence my program.
- » RMIT University places restrictions on program and institution transfers and that I may not be permitted to change my program or institution without permission.
- » I authorise the university to disclose information relevant to my application and enrolment to the university's preferred OSHC provider and other third parties for the purposes of arranging my OSHC, progressing my application and enrolment, and administering my course.
- » I give RMIT University permission to check my visa status using the Department of Immigration and Citizenship (DIAC) Visa Electronic Verification Online (VEVO) system.
- » I declare to the best of my knowledge that the information supplied on this form and any supporting documentation is correct and complete, and that any folio, personal statement or additional requirements supplied are my own work.
- » I acknowledge that the withholding of information or provision of incorrect or fraudulent documentation relating to my application and acceptance may result in the cancellation of any offer or enrolment by RMIT University, and the university may inform others, including government agencies, of this information.
- » If sponsored by a government body or private institution, I give RMIT permission to provide my sponsor with information about my application, enrolment and academic progress.
- » I declare that I am not an Australian citizen, a permanent resident of Australia, or a citizen of New Zealand.

Student signature  Date

## Section 5 How to pay

Options: Telegraphic Transfer (TT), Bank draft, Bank cheque or Credit card.

Credit card (Visa or Mastercard) payment

Please complete details below:

Please tick one:  Visa  Mastercard

Name on credit card:

Card Number:  CCV:  Expiry date:

Signature:

Acceptance form check list (Please ensure you have attached the following supporting documents)

- Copy of passport and (if applicable) copy of visa
- If you are under 18, the Under 18 welfare and accommodation approval form
- Financial guarantee letter (for sponsored students only)
- Evidence of conditions met for first program
- Release letter (if applicable)