

# RMIT Extension

## School and Parent Endorsement

### General information

The RMIT Extension program allows VCE students to complete two, first year, university subjects as part of their final year of VCE. The subjects offered have been approved by the Victorian Curriculum Assessment Authority.

To be considered for this program students must have the support and recommendation of their secondary school and their parent or guardian.

### Time commitment

Undertaking an RMIT Extension program requires a considerable time commitment and applicants should research the timetable to ensure they, their parents and their school understand the number of contact and study hours required for these subjects.

Information on the RMIT Extension program, including prerequisites and timetable, is available at [rmit.edu.au/study-with-us/levels-of-study/pre-university-study/rmit-extension](http://rmit.edu.au/study-with-us/levels-of-study/pre-university-study/rmit-extension).

### Part 1 – Applicant details (as per birth certificate or passport)

Family name \_\_\_\_\_ Given name/s \_\_\_\_\_

I am applying for:

Program code (e.g. ES003)	Program name (e.g. Science...)
ES	
ES	
ES	

### Notice to applicant

You are required to ensure that your VCE or Year 12 coordinator, school principal and parent/guardian complete the relevant part of this form. Your application is incomplete without the endorsement of your school and your parent/guardian.

### Part 2 – VCE or Year 12 coordinator recommendation

I declare that I have read the general information above and have assessed the applicant's suitability for the RMIT Extension program.

I confirm that:

- the student will have completed at least five VCE Units 3 and 4 by the end of their Year 12
- the student must be undertaking or have undertaken the specific Unit 3 and 4 studies as stated in the selected Extension study/ies
- the student displays a high level of maturity
- the student has discussed timetable and RMIT Extension attendance requirements with me
- the student has excellent time management and organisational skills and will be able to complete the RMIT Extension study in addition to their VCE workload
- the student has consistently demonstrated a high standard of academic achievement in their overall performance in Year 11 to date
- I have attached to this application/provided the applicant with a copy of the Full Details Report from the VASS system.

### VCE or Year 12 coordinator details

Name \_\_\_\_\_

Position title \_\_\_\_\_

Signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

Email \_\_\_\_\_

School name \_\_\_\_\_

School telephone \_\_\_\_\_ Mobile telephone \_\_\_\_\_

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### Part 3 – Principal endorsement

Name \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

### Part 4 – Statistical information for the Commonwealth Higher Education Student Support Number (CHESSN) allocation

I am currently enrolled in VCE Year 11/Year 12 (circle applicable) and my current student number is \_\_\_\_\_.

If applicable – Have you attended another higher education institution previously?  Yes  No

If yes, please complete the following information:

Name of higher education institution \_\_\_\_\_

Year attended \_\_\_\_\_ Student number \_\_\_\_\_

### Part 5 – Parental/guardian endorsement

Full name \_\_\_\_\_

Email \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

I give permission for my child/the applicant (insert name)

to participate in the RMIT Extension program at RMIT University and for information on this form to be shared with the Federal Department of Education and Training under strict privacy conditions for the purpose of allocating a unique Commonwealth Higher Education Student Support Number (CHESSN) as required by the Federal government for all students enrolling in an enabling course (such as RMIT Extension studies).

Parent/guardian signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

### Part 6 – Application submission

Make sure you have applied for RMIT Extension at [rmit.service-now.com/rmit-apply](https://rmit.service-now.com/rmit-apply).

#### Supporting documentation checklist

- Application submitted via [rmit.service-now.com/rmit-apply](https://rmit.service-now.com/rmit-apply)
- RMIT Extension school and parent endorsement form completed and uploaded to application
- Year 11 Semester 1 results uploaded to application
- VASS Full Details Report – available from your Year 12 coordinator – uploaded to application
- Copy of passport and visa label (if applicable) or birth certificate uploaded to application.

Finalise your application by submitting all of the supporting documentation listed above as soon as available or before the advertised closing date via **MyDashboard** in your RMIT application at [rmit.service-now.com/rmit-apply](https://rmit.service-now.com/rmit-apply).

Please email [hes.vce@rmit.edu.au](mailto:hes.vce@rmit.edu.au) if you have any questions.