

Variation of Enrolment – Certificate

Adding/Substituting Subject(s)

Student's Full Name: _____

ACT Student Number: _____ Year: _____ Semester: _____

Primary Sponsoring College (if different from Mary Andrews College): _____

I am adding the following subjects.

Subject code	Subject title	Administration Date for each subject	Census Date for each subject

I am substituting the following subjects.

Original subject code	Original subject title	Substituted subject code	Substituted subject title	Administration Date for each subject	Census Date for each subject

Date that you are adding or substituting the above subjects: _____

Declaration:

I have read and understand the summary of the Variation of Enrolment Policy over the page.

Signature of Student: _____ Date: _____

Please turn over the page for Variation of Enrolment fee payment.

Variation of Enrolment Fee (Certificate level):

If you add or substitute a subject after the Administration Date and before the Census Date for your unit, a \$10 variation of enrolment fee applies. In that case, the fee must be paid before your variation of enrolment can be processed. (See the next page for further information about when this fee is required.)

If you are liable to pay this \$10 fee, have you already paid it? _____

If not, you must include payment with this form. Therefore, I have enclosed \$ _____ by

Cash (if paying in person; please do not post cash)

Cheque (made payable to *Mary Andrews College*)

Credit Card: Visa or Mastercard

Card Number: _____ / _____ / _____ / _____

Expiry Date: _____ Name on Card: _____

Please return this completed form (with payment if required) to:

The Registrar
Mary Andrews College
Level 1 St Andrew's House
464-480 Kent Street
Sydney NSW 2000

Certificate level

Australian College of Theology – relating to the Variation of Enrolment Policy

*(assumes student has completed unit enrolment for Australian College of Theology credit by the end of
Week 2 of semester)*

Semester Week	Day	Action Date	Add/Substitute unit(s)	Withdraw from unit(s)
1	First day	Unit Start	No Variation of Enrolment Fee applies Up-front payment applies	Unit deleted from record No academic penalty Full refund of any up-front payments
2	Last day - 5pm (college local time)	Administrative Date		
3	after Administrative Date up to		Variation of Enrolment Fee applies \$10/unit) + Written agreement of unit presenter required Up-front payment applies	No academic penalty (unit graded AW) Full refund of any up-front payments
	31 Mar or 31 Aug 5pm (college local time)	Census Date		
	after Census Date up to		No unit(s) may be added or substituted after Census date	No academic penalty (unit graded W) No refund of any up-front payments*
Friday at end of second teaching week after Census date	Last day 5pm (college local time)	Withdrawal Date		
	after Withdrawal Date			
	Last day for submission of final assessment task of the unit	End Date		

- If a student considers “special circumstances” prevailed at the time of withdrawal from the unit (i.e. subject), the student may request refunding of any up-front payment(s) made in relation to the unit.