

Variation of Enrolment – Diploma Adding/Substituting Unit(s)

Student's Full Name: _____

ACT Student Number: _____ Year: _____ Semester: _____

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

I am adding the following units.

Unit code	Unit title	Administration Date for each unit	Census Date for each unit

I am substituting the following units.

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

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

Declaration:

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

Signature of Student: _____ Date: _____

(a typed name is acceptable as a signature)

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

Diploma 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	No Variation of Enrolment Fee applies Unit deleted from record
2	Last day - 5pm (college local time)	Administrative Date for both semester length units and year long units	FEE-HELP liability &/or up-front payment applies	No academic penalty No FEE-HELP liability Full refund of any up-front payments
3	after Administrative Date up to		Variation of Enrolment Fee applies (\$130/unit) + Written agreement of unit presenter required FEE-HELP liability &/or up-front payment applies	No Variation of Enrolment Fee applies No academic penalty (unit graded AW) No FEE-HELP liability 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 Variation of Enrolment Fee applies No academic penalty (unit graded W) FEE-HELP liability* 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		No Variation of Enrolment Fee applies Academic penalty (unit graded FW) FEE-HELP liability* No refund of any up-front payments*

- If a student considers “special circumstances” prevailed at the time of withdrawal from the unit, the student may request re-crediting of their FEE-HELP balance and/or refunding of any up-front payment(s) made in relation to the unit.