

Variation of Enrolment - Certificate Withdrawing from Unit(s)

Student's Full Name: _____

ACT Student Number: _____ Year: _____ Semester: _____

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

I am withdrawing from the following units.

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

Date that you are withdrawing from the above unit(s): _____

Reasons for withdrawal at Certificate level:

The assignment workload was too much

Other (please specify):

My health

Personal/family circumstances

Will you continue these units as an Auditing student (ie, no assignments)? Yes / No

Do you need a refund? Yes / No

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 return this completed form to:

The Registrar, Mary Andrews College by posting to the Kent St address below,

Or email the completed form to macmin@mac.edu.au

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	No Variation of Enrolment Fee 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 (\$35/unit) + Written agreement of unit presenter required Up-front payment applies	No Variation of Enrolment Fee 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 Variation of Enrolment Fee applies 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, the student may request refunding of any up-front payment(s) made in relation to the unit.