

## Variation of Enrolment - Diploma 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:**

- |   |  |
|---|--|
| <input type="checkbox"/> The assignment workload was too much<br><br><input type="checkbox"/> My health<br><br><input type="checkbox"/> Personal/family circumstances | <input type="checkbox"/> Other (please specify):<br>_____<br>_____ |
|---|--|

**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](mailto:macmin@mac.edu.au)

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
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	Unit deleted from record 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		

- 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.