

Late Enrolment – Certificate Adding Unit(s)

Student's Full Name: _____

ACT Student Number: _____ Year: _____ Semester: _____

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

I am **enrolling late in or adding** the following unit(s).

Unit code	Unit title	Start Date for each unit	Census Date for each unit	End Date for each unit

Date that you are enrolling late in or adding the above unit(s): _____

Reason for enrolling late in these units:

Please specify: _____

Declaration:

I have read and understand the summary of the relevant section of the Australian College of Theology's (ACT) "Unit Enrolment and Results Policy" over the page.

Signature of Student: _____ Date: _____

(a typed name is acceptable as a signature)

Late Enrolment Fee (Certificate level):

If you add or substitute a unit after the Start Date and before the Census Date for your unit, a **late enrolment fee** applies. In that case, this fee must be paid before your late enrolment can be processed. (See the next page for further information about when this fee is required and the amount.)

Since you are enrolling late in or adding a Certificate unit after the start date and before the census date for the unit, you are liable to pay this late enrolment fee.

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: _____ CVC: _____

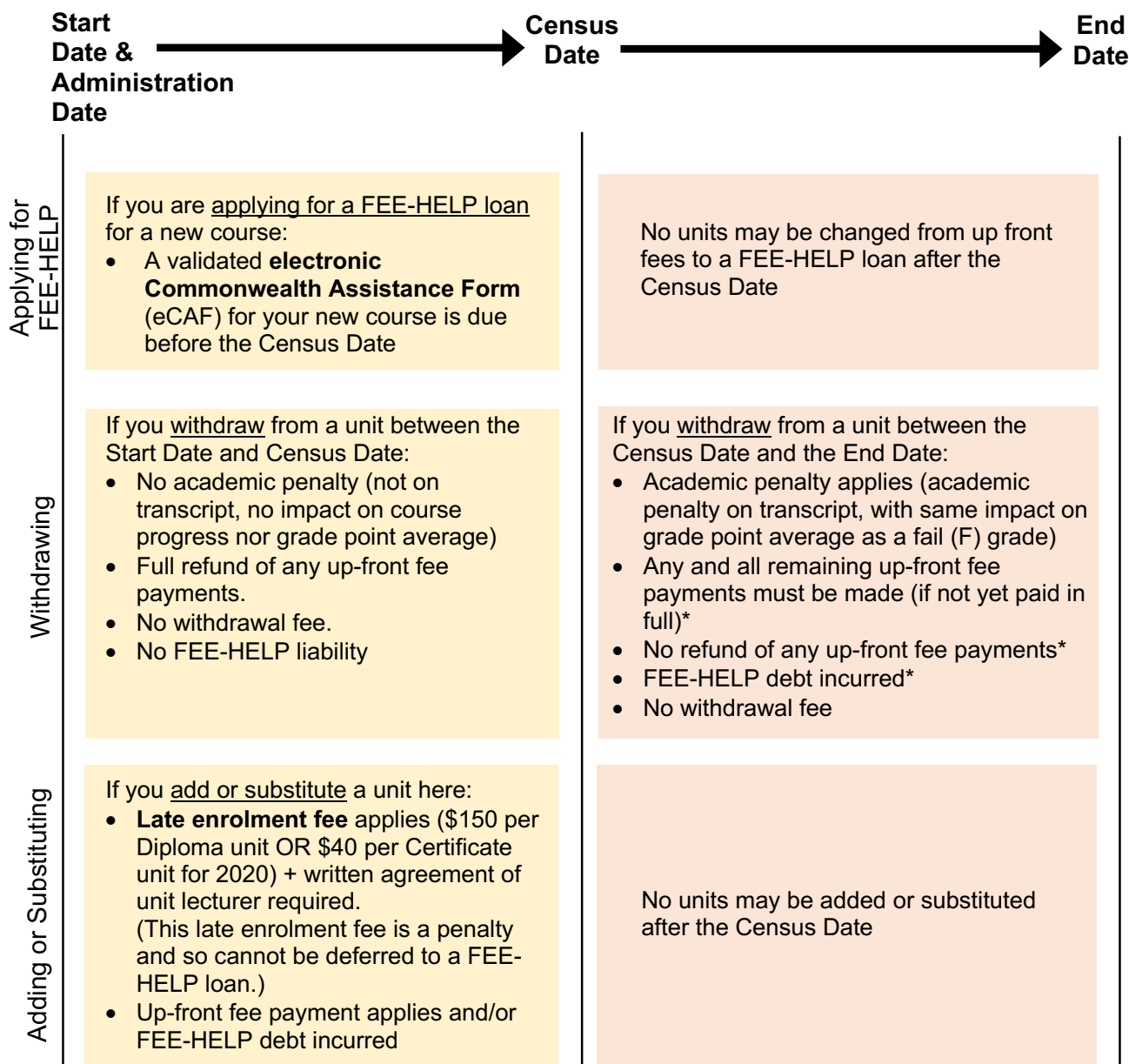
Name on Card: _____

Please return this completed form with payment to:

The Registrar or macmin@mac.edu.au
Mary Andrews College
Level 1 St Andrew's House
464-480 Kent Street
Sydney NSW 2000

Semester timeline – important dates if making changes to your enrolment

Please use this chart in conjunction with the specific dates listed for your unit(s) on the previous page.



*** Special circumstances for withdrawals:**

Students who withdraw from a unit of study due to circumstances outside of their control which occur, worsen or do not make their impact known until or after the Census Date may be eligible for a Tuition Fee Refund.

If a Tuition Fee Refund is granted, students will also receive the grade Compassionate Withdrawal (CW) for that unit, which has no academic penalty.

Any up-front tuition fees already paid will be refunded (to the payer) and the student's FEE-HELP debt for that unit will be removed.