

# Late Enrolment – Diploma 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): \_\_\_\_\_

**Reasons 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)*

Please turn over the page for Late Enrolment Fee payment.

**Late Enrolment Fee (Diploma 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. This late enrolment fee is a **penalty** and so cannot be deferred to a FEE-HELP loan. (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 Diploma 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: \_\_\_\_

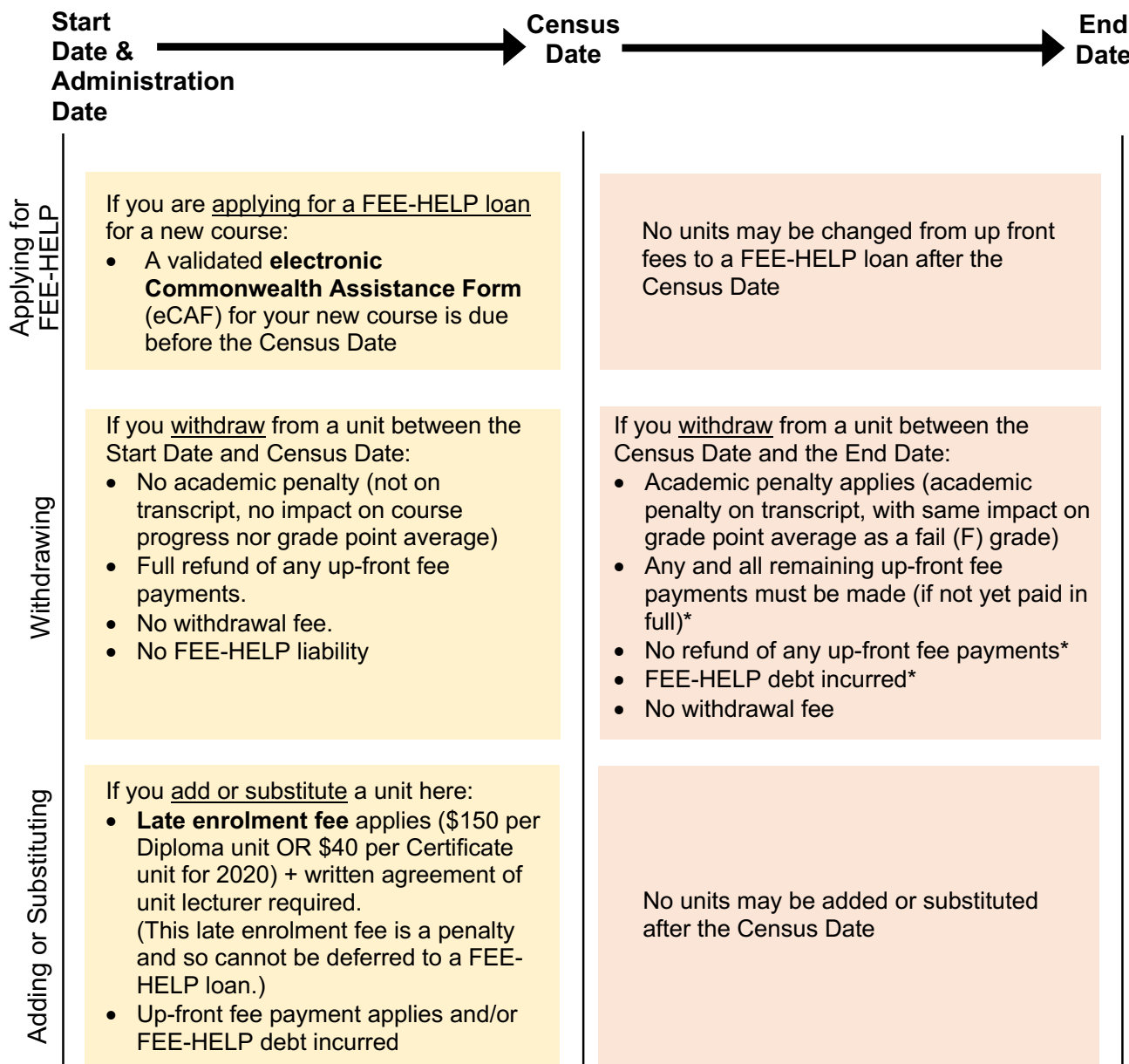
Name on Card: \_\_\_\_\_

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.*