

Late Enrolment – Certificate Substituting 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.

Original unit code	Original unit title	Start Date for unit	Administration Date for unit	Census Date for unit

And I am instead **substituting** the following units.

Substituted unit code	Substituted unit title	Start Date for unit	Administration Date for unit	Census Date for unit

Date that you are substituting the above units: _____

Reasons for substituting these units:

- The assignment workload was too much
- My health
- Personal/family circumstances
- Other (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 (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 substituting or changing from one Certificate unit to another unit after the start date and before the census date for both units, 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: ____

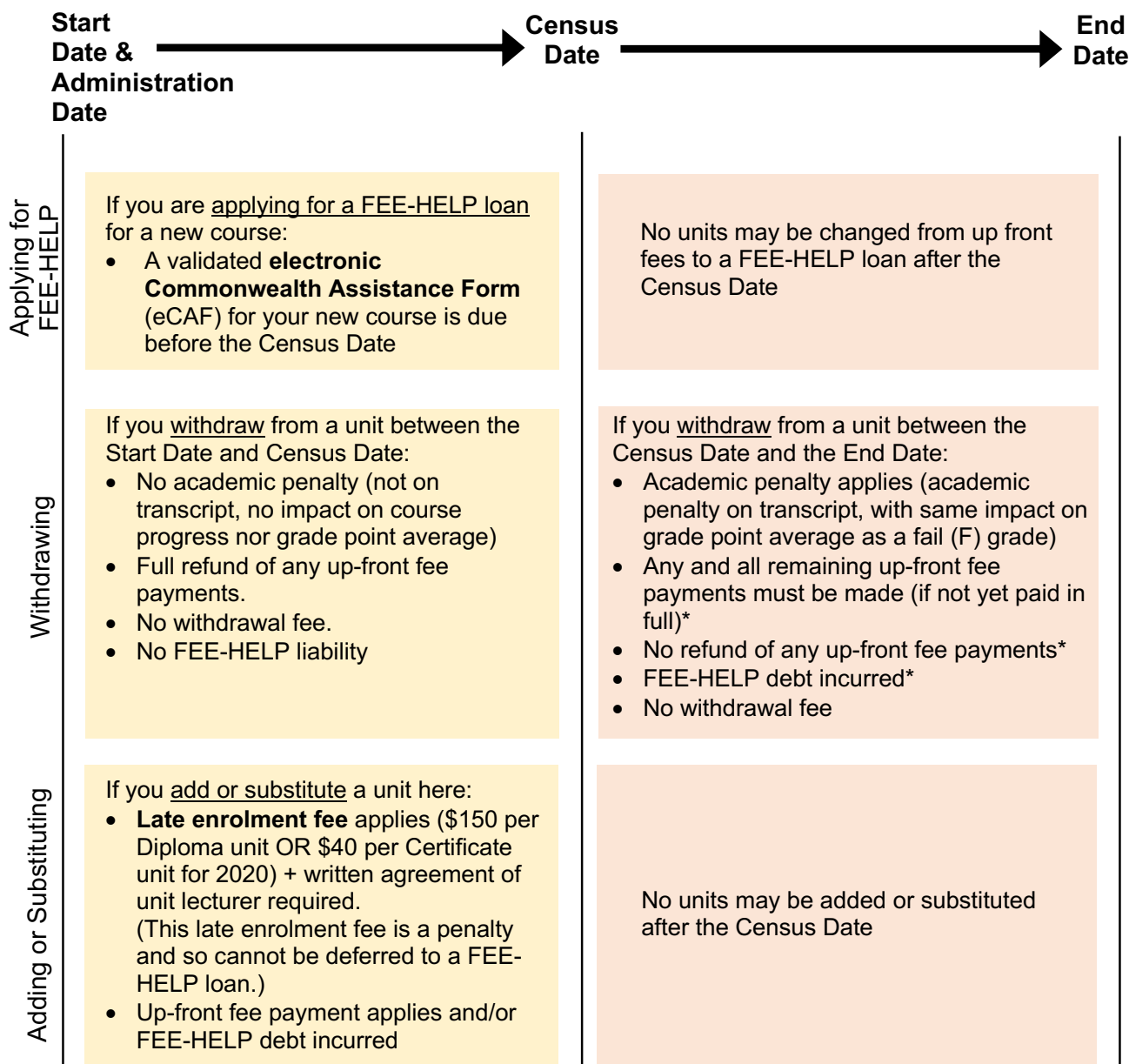
Name on Card: _____

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.