

# 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
- My health
- Personal/family circumstances
- Other (please specify): \_\_\_\_\_

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

**Declaration:**

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

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

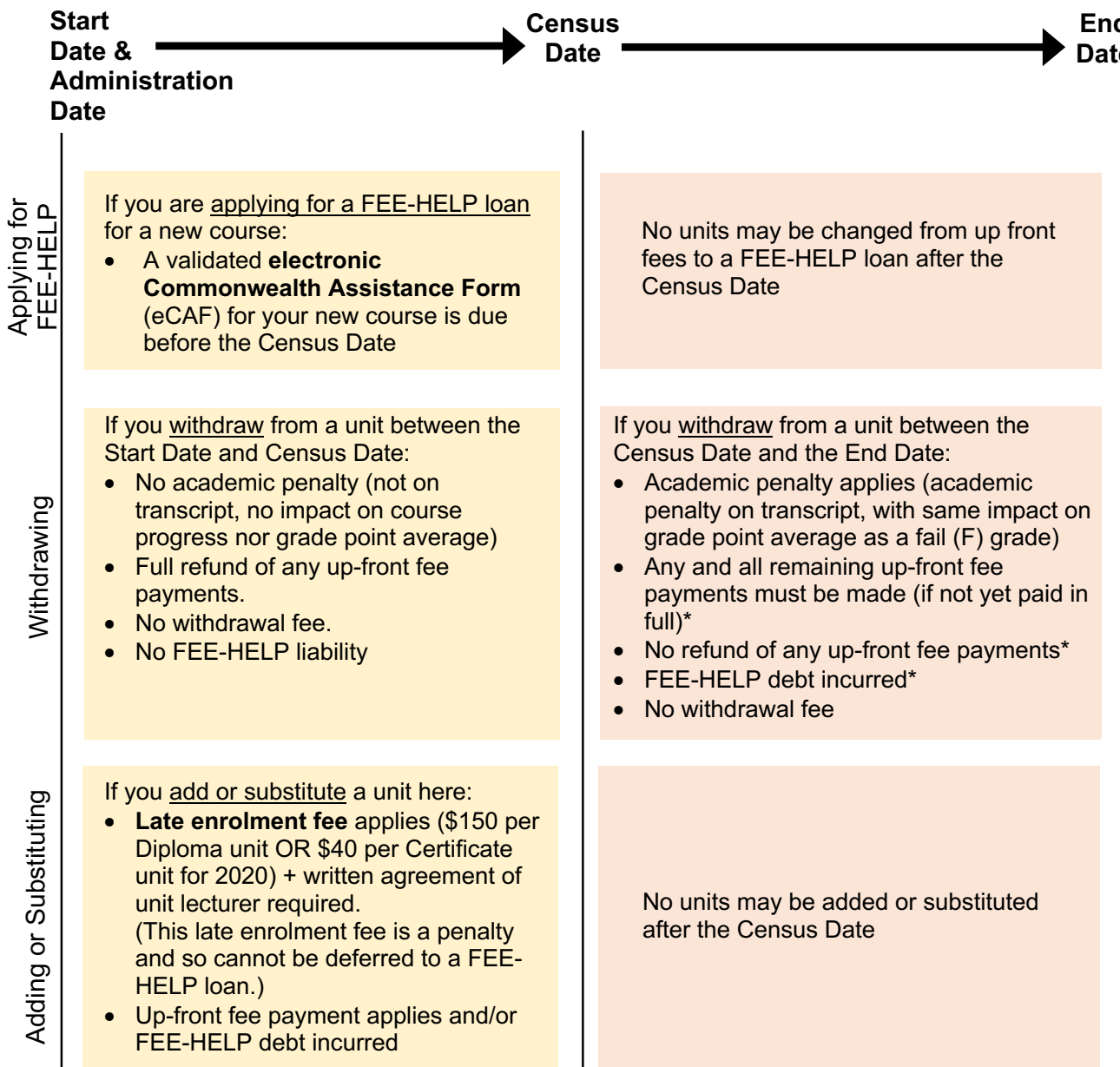
*(a typed name is acceptable as a signature)*

Please return this completed form to:

The Registrar, Mary Andrews College by posting to our Kent St address below,  
 Or email the completed form to [macmin@mac.edu.au](mailto:macmin@mac.edu.au)

# 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.*