

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	Start Date for each unit	Census Date for each unit	End Date for each unit

Date that you are withdrawing from the above unit(s): _____

Reasons for withdrawal:

- 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 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

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.

	Start Date & Administration Date	Census Date	End Date
Applying for FEE-HELP	<p>If you are <u>applying</u> for a FEE-HELP loan for a new course:</p> <ul style="list-style-type: none"> A validated electronic Commonwealth Assistance Form (eCAF) for your new course is due before the Census Date 		No units may be changed from up front fees to a FEE-HELP loan after the Census Date
Withdrawing	<p>If you <u>withdraw</u> from a unit between the Start Date and Census Date:</p> <ul style="list-style-type: none"> No academic penalty (not on transcript, no impact on course progress nor grade point average) Full refund of any up-front fee payments. No withdrawal fee. No FEE-HELP liability 		<p>If you <u>withdraw</u> from a unit between the Census Date and the End Date:</p> <ul style="list-style-type: none"> Academic penalty applies (academic penalty on transcript, with same impact on grade point average as a fail (F) grade) Any and all remaining up-front fee payments must be made (if not yet paid in full)* No refund of any up-front fee payments* FEE-HELP debt incurred* No withdrawal fee
Adding or Substituting	<p>If you <u>add or substitute</u> a unit here:</p> <ul style="list-style-type: none"> Late enrolment fee applies (\$150 per Diploma unit OR \$40 per Certificate unit for 2020) + written agreement of unit lecturer required. (This late enrolment fee is a penalty and so cannot be deferred to a FEE-HELP loan.) Up-front fee payment applies and/or FEE-HELP debt incurred 		No units may be added or substituted after the Census Date

*** 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.