

2017 CHANGING YOUR ENROLMENT/WITHDRAWAL POLICY

FOR STUDENTS ENROLLED IN THE ACT DIPLOMA OF CHRISTIAN STUDIES OR DIPLOMA OF THEOLOGY (NON FEE-HELP), THE SMBC BRIDGE CERTIFICATE OF BIBLE AND MISSIONS, AND PARTICIPATION AWARDS

Students are able to make any changes to their course level within the first two weeks (24 February, 2017) of The Bridge course with no Variation of Enrolment Fee. Any variation of enrolment after Week 2 (24 February, 2017) will incur the following fees:

Time Period	Changing Unit(s)/Subject(s)	Withdrawing from Unit(s)/Subject(s)
1st day of semester to The Bridge Administrative Date (Semester 1 – 24 Feb Semester 2 – 4 Aug)	No Variation of Enrolment Fee applies	No Variation of Enrolment Fee applies.
After the Administrative Date (Semester 1 – 24 Feb Semester 2 – 4 Aug)	Variation of Enrolment Fee: Certificate or Audit \$65 per unit/subject ACT Diploma of Theology \$130 per unit/subject Note: Requires permission of course presenter/administrator before being allowed)	Variation of Enrolment Fee: Certificate or Audit \$130 per unit/subject ACT Diploma of Theology \$400 per unit/subject Note: A prorata for The Bridge program costs will also apply if you withdraw from the program.
Census Date to the Withdrawal Date (Semester 1 – 31 Mar-5 May Semester 2 – 31 Aug-22 Sep)	No variations allowed	No academic penalty. No refund of any Upfront or instalment payments.
After Withdrawal Date (Semester 1 – 5 May Semester 2 – 22 Sep)	No variations allowed	Academic penalty (Unit graded FW – Failed Withdrawal). No refund of any Upfront or instalment payments.

IMPORTANT NOTES:

i) The dates listed in the above table DO NOT include the overseas mission trip (EM245). The following Admin, Census and Withdrawal Dates apply for the overseas mission trip:

Admin Date: 23 June 2017

Census Date: 17 July 2017

Withdrawal Date: 4 August 2017

ii) A Prorata for The Bridge costs will also apply if you withdraw from the program.

iii) If you are changing to FEE-HELP after Administrative Date and before Census Date, a refund of the ACT unit fees will be refunded, if applicable. (Refer to the Australian College of Theology Variation of Enrolment Policy at www.acttheology.edu.au for further information and the definitions of these and other dates, and obligations).

FOR STUDENTS ENROLLED IN THE ACT DIPLOMA OF CHRISTIAN STUDIES OR DIPLOMA OF THEOLOGY (FEE-HELP)

Students are able to make any changes to their course level within the first two weeks (24 February, 2017) of The Diploma of Christian Studies or Diploma of Theology with no Variation of Enrolment Fee.

Any variation of enrolment after Week 2 (24 February, 2017) will incur the following fees:

The Australian College of Theology Variation of Enrolment Policy

Time Period	Changing Unit(s)/Subject(s)	Withdrawing from Unit(s)/Subject(s)
1st day of semester to The Bridge Administrative Date (Semester 1 – 24 Feb Semester 2 – 4 Aug)	No Variation of Enrolment Fee applies. No FEE-HELP liability	No Variation of Enrolment Fee applies. Unit deleted from record. No academic penalty. No FEE-HELP liability.
After the Administrative Date to Census Date (Semester 1 – 24 Feb-31 Mar Semester 2 – 4 Aug-31 Aug)	Variation of Enrolment: Fee applies \$130/unit + written agreement of unit presenter/administrator required. FEE-HELP liability applies	Variation of Enrolment Fee applies \$400/unit. No academic penalty. No FEE-HELP liability.
Census Date to the Withdrawal Date (Semester 1 – 31 Mar-5 May Semester 2 – 31 Aug-22 Sep)	No variations allowed (Withdrawal applies)	No academic penalty. FEE-HELP liability.
After Withdrawal Date (Semester 1 – 5 May Semester 2 – 22 Sep)	No variations allowed (Withdrawal applies)	Academic penalty (Unit graded FW – Failed Withdrawal) FEE-HELP liability.

IMPORTANT NOTES:

i) The dates listed in the above table DO NOT include the overseas mission trip (EM245). The following Admin, Census and Withdrawal Dates apply for the overseas mission trip:

Admin Date: 23 June 2017

Census Date: 17 July 2017

Withdrawal Date: 4 August 2017

ii) A Prorata for The Bridge costs will also apply if you withdraw from the program.

Greg Swanton

General Manager, Sydney Missionary and Bible College

Effective September 2016