

2020 CHANGING YOUR ENROLMENT/ WITHDRAWAL POLICY

FOR STUDENTS ENROLLED IN THE ACT DIPLOMA OF THEOLOGY, THE BRIDGE CERTIFICATE,
THE BRIDGE CERTIFICATE IN BIBLE AND MISSIONS STUDIES, AND THE BRIDGE CERTIFICATE (AUDIT) AWARDS

Students are able to make any changes to their course level within the first two weeks (21 February, 2020) of The Bridge course with no Variation of Enrolment Fee. Any variation of enrolment after Week 2 (21 February, 2020) 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: 21 Feb, Semester 2: 7 Aug)	No Variation of Enrolment Fee applies	No Variation of Enrolment Fee applies.
After the Administrative Date (Semester 1: 21 Feb, Semester 2: 7 Aug)	Variation of Enrolment Fee: Certificate or Audit only: \$68 per unit/subject Note: Requires permission of course presenter/administrator before being allowed)	Variation of Enrolment Fee: Certificate or Audit only: \$136 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: 15 Mar-27 Mar Semester 2: 15 Aug-28 Aug)	No variations allowed (Applicable for ACT Diploma, Certificate and Audit)	No academic penalty. No refund of any Upfront or instalment payments.
After Withdrawal Date (Semester 1 - 27 Mar Semester 2 - 28 Aug)	No variations allowed (Applicable for ACT Diploma, Certificate and Audit)	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 (EM055-524). The following Admin, Census and Withdrawal Dates apply for the overseas mission trip:

Admin Date: 26 June 2020

Census Date: 14 July 2020

Withdrawal Date: 31 July 2020

ii) A Prorata for The Bridge Certificate 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.actheology.edu.au for further information and the definitions of these and other dates, and obligations).