

# 2021 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 prior to admin date (10 February, 2021) of The Bridge course with no Variation of Enrolment Fee. Any variation of enrolment after admin date (10 February, 2021) will incur the following fees:

Time Period	Changing Unit[s]/Subject[s]	Withdrawing from Unit[s]/Subject[s]
<b>The Bridge Administrative Date (Semester 1: 10 Feb, Semester 2: 7 Aug)</b>	No Variation of Enrolment Fee applies	No Variation of Enrolment Fee applies.
<b>After the Administrative Date (Semester 1: 21 Feb, Semester 2: 14 July) and before Census Date (Semester 1: 19 Mar; Semester 2: 20 Aug)</b>	Variation of Enrolment Fee: Certificate or Audit only: <b>\$68 per unit/subject</b> <b>Note:</b> Requires permission of course presenter/administrator before being allowed)	Variation of Enrolment Fee: Certificate or Audit only: <b>\$138 per unit/subject</b> <b>Note:</b> A prorata for The Bridge program costs will also apply if you withdraw from the program.
<b>Census Date (Semester 1: 19 Mar; Semester 2: 20 Aug)</b>	Last Date for any changes (Applicable for ACT Diploma, Certificate and Audit)	
<b>Post Census date (Semester 1 – 19 Mar Semester 2 – 20 Aug)</b>	No variations allowed (Applicable for ACT Diploma, Certificate and Audit)	Unit graded – Fail (FW) on transcript No refund of any Upfront or instalment payments (Full fee liability)

## IMPORTANT NOTES:

i) The dates listed in the above table DO NOT include the Mission Study Tour (EM055-524). The following Admin, and Census Dates apply for the Mission Study Tour (MST):

**Admin Date:** 14 June 2021

**Census Date:** 22 September 2021

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

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