

## VARYING YOUR REGISTRATION 2010

Students wishing to vary or withdraw from the units they registered for **MUST** complete the **Variation of Registration Details** form and submit it to the Registrar's Office as soon as possible. The forms are kept in the brochure rack next to the faculty/staff pigeonholes and are also available from the forms section of the website. This document is in accordance with the Australian College of Theology's *Variation of Enrolment Policy* which can be found in the Student Policy Handbook available in the Library or at [www.actheology.edu.au](http://www.actheology.edu.au). Ridley Melbourne's administrative dates are 22 February 2010 for semester one and 19 July for semester two.

WEEK	semester one	semester two	academic penalty
<b>Vary unit registration:</b> without incurring any fees	22 February <i>BEFORE the commencement of lectures</i>	19 July <i>BEFORE the commencement of lectures</i>	None. Unit registration is deleted from student record
<b>Additions/Substitutions to your registration:</b> incurring a \$100 per unit fee <sup>^</sup>	AFTER: 12 March MUST be discussed with the Registrar and have the approval of the applicable member of faculty	AFTER: 6 August MUST be discussed with the Registrar and have the approval of the applicable member of faculty	
<b>Add/Substitute unit/s:</b> incurring a \$100 per unit fee <sup>^</sup>	22 February – 31 March	19 July – 31 August	None.
<b>Withdraw from a unit/s:</b> incurring a \$300 per unit fee <sup>^</sup>	22 February – 31 March	19 July – 31 August	No academic penalty. Unit is recorded as Withdrawn (W)
<b>Withdraw from a unit/s*:</b>	ON OR BEFORE: 16 April, 5pm	ON OR BEFORE: 17 September, 5pm	No academic penalty. Unit is recorded as Withdrawn (W)
<b>Withdraw from a unit/s*:</b>	AFTER: 16 April	AFTER: 17 September	Unit/s are recorded as a Failed to Withdraw (FW). This grade carries a 0 grade point and will be included in the student's GPA. This grade may also affect the student's candidature.

<sup>^</sup> *Variation of registration fees are incidental fees and cannot be claimed under FEE-HELP.*

\* *Full fees apply.*

Students who need to vary their registration for medical or compassionate reasons at any time during the semester should speak with the Registrar as soon as possible.