

**APPENDICES**

**Appendix A – Summary Table for Semester-length Units.**

<b>Semester- length Units</b> <i>(assumes student has completed unit enrolment for ACT credit by the end of Week 2 of semester)</i>				
Semester Week	Day	Action Date	Add/Substitute unit(s)	Withdraw from unit(s)
1	first day	Unit Start	No Variation of Enrolment Fee applies FEE-HELP liability &/or Up-front payment applies	No Variation of Enrolment Fee applies Unit deleted from record No academic penalty No FEE-HELP liability Full refund of any up-front payments
2	last day - 5pm (college local time)	<b>Administrative Date</b>		
3	after Administrative Date up to		Variation of Enrolment Fee applies ( <b>\$100/unit</b> ) + Written agreement of unit presenter required FEE-HELP liability &/or Up-front payment applies	Variation of Enrolment Fee applies ( <b>\$300/unit</b> ) No academic penalty (unit graded AW) No FEE-HELP liability Full refund of any up-front payments
	31 Mar or 31 Aug 5pm (college local time)	<b>Census Date</b>		
	after Census Date up to		No unit(s) may be added or substituted after Census date	No Variation of Enrolment Fee applies No academic penalty (unit graded W) FEE-HELP liability* No refund of any up-front payments*
Friday at end of second teaching week after Census date	last day 5pm (college local time)	<b>Withdrawal Date</b>		
	after Withdrawal Date			
				No Variation of Enrolment Fee applies Academic penalty (unit graded FW) FEE-HELP liability* No refund of any up-front payments*

\* If a student considers “special circumstances” prevailed at the time of withdrawal from the unit, the student may request recrediting of their FEE-HELP balance and/or refunding of any up-front payment(s) made in relation to the unit.

**Appendix B – Summary Table for Units taught in intensive mode.**

<b>Units presented in intensive mode</b> <i>(assumes student has completed unit enrolment for ACT credit by the end of Day 2 of unit presentation)</i>				
Day of presentation	Time	Action Date	Add/Substitute unit(s)	Withdraw from unit(s)
1		Unit Start	No Variation of Enrolment Fee applies	No Variation of Enrolment Fee applies
2	5pm (college local time)	<b>Administrative Date</b>	FEE-HELP liability &/or Up-front payment applies	Unit deleted from record No academic penalty No FEE-HELP liability Full refund of any up-front payments
3	after Administrative Date up to		<i>Subject to college rules</i> Variation of Enrolment Fee applies ( <b>\$100/unit</b> ) + Written agreement of unit presenter required FEE-HELP liability &/or Up-front payment applies	Variation of Enrolment Fee applies ( <b>\$300/unit</b> ) No academic penalty (unit graded AW) No FEE-HELP liability Full refund of any up-front payments
day when approx. 40% of unit presentation has been completed	5pm (college local time)	<b>Census Date</b>		
	after Census Date up to		No unit(s) may be added or substituted after Census date	No Variation of Enrolment Fee applies No academic penalty (unit graded W) FEE-HELP liability* No refund of any up-front payments*
day when approx. 60% of unit presentation has been completed	5pm (college local time)	<b>Withdrawal Date</b>		
	after Withdrawal Date			

\* If a student considers “special circumstances” prevailed at the time of withdrawal from the unit, the student may request recrediting of their FEE-HELP balance and/or refunding of any up-front payment(s) made in relation to the unit.