

# WITHDRAWAL POLICY - Semester Length Units

## A Brief Explanation

**Commencement Date:** the starting date of each semester.

**Administrative Date:** (two weeks after Commencement Date). From the Commencement Date until the Administrative Date you may vary your enrolment without any penalty.

After the Administrative date and before the Census Date, for any variation of enrolment, there will be a financial penalty, known as a Variation of Enrolment Fee, but there will be no academic penalty.

All NON FEE-HELP Fees are due by the Administrative date. A further 25% will be added to your fees if not paid by this Date.

### **Variation of Enrolment Fee:**

Add/Substitute Unit (Enrol Late) after Administrative Date and before Census Date	\$30/unit
Withdraw from unit after Administrative Date and before Census Date	\$30/unit

**Census Date:** (31 March or 31 August) After the Census Date, no Variation of Enrolment Fee applies, but there is no refund of fees and your FEE-HELP liability remains.

**Withdrawal Date:**(two weeks after Census Date) There is no Variation of Enrolment Fee, but you be given an Academic penalty (unit graded FW) and no refund of fees.

For further information regarding our withdrawal policy, please go to our website: [www.ptcsydney.org](http://www.ptcsydney.org)

# WITHDRAWAL POLICY - Intensive Units

## A Brief Explanation

**Commencement Date:** Starting date of unit.

**Administrative Date:** (Day Two of unit). From the Commencement Date until the Administrative Date you may vary your enrolment without any penalty.

After the Administrative date and before the Census Date, for any variation of enrolment, there will be a financial penalty, known as a Variation of Enrolment Fee, but there will be no academic penalty.

All NON FEE-HELP Fees are due by the Administrative date. A further 25% will be added to your fees if not paid by this Date.

### **Variation of Enrolment Fee:**

Add/Substitute Unit (Enrol Late) after Administrative Date and before Census Date	\$30/unit
Withdraw from unit after Administrative Date and before Census Date	\$30/unit

**Census Date:** (The day when approx. 40% of the unit has been completed) After the Census Date, no Variation of Enrolment Fee applies, but there is no refund of fees and your FEE-HELP liability remains.

**Withdrawal Date:**(The day when approx. 60% of the unit has been completed) There is no Variation of Enrolment Fee, but you will be given an Academic penalty (unit graded FW) and no refund of fees.

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