

# Australian Lutheran College

## Late Application for Enrolment Financial Penalty

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The ALC Application for Enrolment form must be submitted on or before the commencement date of the Semester/Trimester Unit for which a student is enrolled.

An application is late if submitted after the first day of the Unit commencement.

All students, internal and external, will incur a penalty as indicated in the fee schedule for late submission of the Application for Enrolment form after this date.

Acceptance of a late application is subject to approval by the Scheduled Unit Lecturer. No application will be accepted after the census date.

Payment of the penalty must accompany the late Application for Enrolment form.

Students are required to submit the Application for Enrolment with either the Office of Registrar online at [enrolments@alc.edu.au](mailto:enrolments@alc.edu.au) or by hard copy with the Office of Registrar.

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*Appeals Process: If a student is not satisfied with the application of this policy an appeal may be submitted in accordance with the College's Grievance Policy at: [www.alc.edu.au/policies.asp](http://www.alc.edu.au/policies.asp).*