

Frequently asked questions on course planning and fee payment

Who do I go to for support in planning my programme of study?

Holy Cross seminarians contact Br Mark McKeon FSC at the Holy Cross Seminary, or phone (09) 360 6754 or email pastoral@holycross.org.nz

All other students contact Fr Merv Duffy dean@gsc.c.nz

What if I don't like the course I'm taking or am not keeping up with the workload?

Students are encouraged to talk to their lecturer's for guidance. If not, depending on how many weeks you are into the semester, you may have the option to change courses or withdraw from a course.

What is the deadline for changing my course/s?

You can withdraw from, or change courses **by advising the Registrar** by email at registrar@gsc.ac.nz before the deadlines.

The following CANNOT be accepted as a formal notice of changing your courses:

- Not paying your fees
- Ceasing to attend lectures
- Verbally advising a member of staff

If withdrawing from *all* the courses you are enrolled in the semester, the enrolment deposit fee will not be refunded, and you will also be asked to complete a Course Withdrawal Form provided by the Registrar.

Failure to notify the Registrar could result in the following:

- A fail grade on your Academic Record.
- No grade for the paper studied because you are not formally enrolled in.
- Invoiced for enrolled papers you did not study.

You are advised to seek advice from StudyLink www.studylink.govt.nz to discuss the implications that changing your enrolment may have on your entitlement to financial support. Particularly if you are dropping papers and rely on income from StudyLink that is based on you maintaining your full-time status.

If you are an international student, find out whether dropping a course has implications for your Study permit Visa. You can also contact Mons. Brendan Daly for guidance. brendan.daly@xtra.co.nz

Can I withdraw after the deadline?

As the Bachelor of Theology and Graduate Diploma awards are both NZQA and TESQA accredited these deadlines are unable to be extended.

If you withdraw after the deadline dates (refer Enrolment Deadline dates schedule below) you will receive a fail grade and will not be refunded your course fees. For these reasons, try to persevere to complete and pass the course if at all possible. Changes to your programme next semester can be made if necessary.

When are course fees due?

The Finance Manager will post an invoice for course fees in the first week of the semester. *If you enrolled after the date enrolments closed a **Late Enrolment Fee** will be part of the invoice.*

ENROLMENT DEADLINES 2019		
	Semester 1	Semester 2
Enrolments open	17 Sep 18	29 Apr 19
Enrolments close	23 Nov 18	24 May 19
New students advised if application successful	30 Nov 18	31 May 19
Final date for change of course	22 Feb 19	19 Jul 19
College posts invoices	22 Feb 19	19 Jul 19
Final date for withdrawal without penalty	1 Mar 19	26 Jul 19
Final date for payment	1 Mar 19	26 Jul 19