

Enrolment Variation for Villa College Students

1. General

1.1 All enrolment variation requests have to be lodged through the designated forms to Villa College Reception.

1.2 The Registration Department will process all enrolment variation requests. Generally a request for enrolment variation may take up to two weeks for the Registration Department to process. Students are therefore encouraged to apply as early as possible.

1.3 Mere submission of the request would not be enough to consider student request for enrolment variation is complete. Once the Registration Department communicates to the students the outcome of the enrolment variation application, then the process is deemed as complete.

1.4 In case of partner universities, the effect on transcript would follow the necessary protocols in place at the specific partner University.

1.5 The following enrolment variation process applies to Villa College Students.

Enrolment Variation Timeline for Regular Students

Week	Description	Enrolment Variation	Refund Policy (Extract)	Effect on Transcript
Week 1	Add/Drop/Withdrawal Period	Add/Drop/Withdrawal Allowed	100% of first installment	No Record
Week 2		Add/Drop/Withdrawal Allowed	50% of the first installment	No Record
Week 3		Add/Drop/Withdrawal Allowed	No refund and rest of the semester fees applies to the student	No Record
Week 4 - Week 7	Close of Add/Drop but Special cases for Drop/Withdrawals allowed	With special permission student may drop/withdraw	No refund and rest of the semester fees applies to the student	Withdrawals Recorded as W
Last Thursday of Week 7-Week 14	Census Date & Closure of Enrolment Variation	No enrolment variation beyond this point	No refund and rest of the semester fees applies to the student	Withdrawals Recorded as F

Notes:

- Week starts from the date of commencement
- **Late Registration Deadline:** End of Third Week. Student must register before this date and any arrangement on payment of fees student would like to make should be agreed with the Finance Department by this Date. Late registration fines will apply for any registration after Week 1.
- All cases of withdrawals under special permissions would be undertaken by the Admissions Committees.

Learning Centres and block mode students enrolment variation schedule

Week	Description	Enrolment Variation	Refund Policy (Extract)	Effect on Transcript
Block 1	May drop/withdraw with Special permission	With special permission student may drop/withdraw prior to the Census Date	No refund and rest of the semester fees applies to the student	No Record
Block 2	Closure of Enrolment Variation		No refund and rest of the semester fees applies to the student	Withdrawals Recorded as W if done prior to Census Date. After Census Date it is recorded as F
Block 3 onwards		No enrolment variation beyond this point	No refund and rest of the semester fees applies to the student	Withdrawals Recorded as F

Notes:

- **Census Date:** Last Date of teaching on Block 1
- Where two blocks are administered, no withdrawals after Census Date would be allowed.
- Student should register prior to the commencement of Block 1. Generally Registration process will be done at the start of the first block (first hour).

Definitions:

Census Date: Census Date in a semester is the last date a student may withdraw from module without incurring any academic penalty.

Regular Students: Those students who has regular classes on week days.

Block Mode: Students who are studying at learning centres and on identified block dates are referred as block mode students.