

# Policy on Program Changes and Deferrals

**CATEGORY:** Student – Administrative

**ISSUE DATE:** July 27, 2018

**LAST REVISION DATE:** October 13, 2018

**REVIEW REQUIREMENTS:** Every two (2) years

**APPROVED BY:** President

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## Policy Purpose & Summary

This policy, entitled “*Policy on Program Changes and Deferrals*”, has been created to establish the standards for a Course or Program start date at the College.

It is the policy of the College to formalize the regulations surrounding Program changes as outlined below.

## Scope

This policy applies to all students enrolled at the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

## Policy

### 1. START DATE CHANGE BEFORE COMMENCING STUDIES

- 1.1. A student who meets all admission requirements, and has not yet commenced their studies at the College will be permitted to defer their Program or Course start date to a later date within reasonable and established limits.
- 1.2. A student who has been admitted into a Program or Course is required to apply to Student Services to defer the start date of their Program or Course at least two (2) weeks prior to the original start date by completing the required Change of Start Date form.
- 1.3. If the Change of Start Date form is received in less than two (2) weeks prior to the Program or Course start date, the start date change request must be denied, unless in extenuating circumstances where the Student Services Officer, in consultation with the Campus Director, reserves the right to approve or deny an application.
- 1.4. The time limits in Section 1.2 & 1.3 do not apply to students who have registered within two (2) weeks of a Program or Course start date. The student must apply to Student Services for deferral as soon as possible.
  - 1.4.1. If a change is needed after the start date, Section 3 shall apply.
- 1.5. If the request to change start date has been denied, the student must request a cancellation of their Course or Program registration and the relevant refund policy will be applied.

### 2. START DATE CHANGE REQUIREMENTS

- 2.1. A student is permitted to defer a start date a maximum of three (3) times.
- 2.2. The deferred start date must be within a period of twelve months (12) of the original start date.
- 2.3. Any changes to a Program or Course between the original and deferred start date will apply.

### 3. CHANGES TO PROGRAM AFTER COMMENCING STUDIES

- 3.1. Students may find it necessary to change their Program of choice, Program delivery method or start date after commencing their studies.
- 3.2. A student is permitted to make ONE FREE change under the following conditions:
- 3.3. The Program change form must be submitted to Student Services. All students making changes within the first week of starting a Program will not be required to pay the prescribed Program change fee.
- 3.4. Any changes after the end of the first week of classes in the month of enrolment will incur an administrative fee of \$200.00 and are subject to the same conditions as set out in the above points.
- 3.5. Students who change Programs with a difference in tuition pricing will be required to pay the difference in tuition.
- 3.6. Students who change Program with a lower tuition pricing will be entitled to a refund for the difference in pricing.

### 4. LIMITATIONS

- 4.1. A student who is admitted to a Program but fails to attend classes in the first week of a Program, may at the discretion of Student Services, have his or her placement in that class cancelled. If a student's placement in a Program is cancelled, the student must be notified by Student Services and will be entitled to a refund of tuition based on the current *Policy on Refunds*.
- 4.2. If a student cancels his or her placement in a Program and does not wish to change to another Program, the student will be entitled to a refund of tuition paid based on the current refund policy of the College.

## Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1006 – Program Changes Policy
- Policy #1015 – Change of Start Date Policy

**ACCOMPANYING POLICIES:** This policy is a part of a suite of administrative oriented policies under the Student Policies category. The **Policy # ST-018 - Policy on Refunds** may be applied in conjunction with this policy.