



Ashton College

Policy No: 1006

Responsibility: President

POLICY

TITLE: Program Changes after commencement of studies

CATEGORY: Student

APPROVED BY: President

EFFECTIVE: June 16, 2003

REVISED: March 31, 2004, August 7, 2007, January 22, 2008

RELATED POLICIES:

Purpose

The purpose of this policy is to ensure that students who have already commenced their studies, are offered adequate opportunity to make changes to their program of studies.

Policy Statement

Students may find it necessary or desirable to change programs after commencing their studies. They may do so according to the procedures set out in this Policy.

Change of Program

A student is permitted to make ONE FREE program change under the following conditions:

1. The program change must be submitted to the Registrar's office using the appropriate form.
2. Students may only change until the end of the second week of classes of the month of enrolment.
3. The student will not be required to pay the prescribed change of program fee.

4. The student will not be entitled to a tuition refund (if applicable) but will receive a credit for any difference in tuition between the old and new program. The credit may be used by the student towards payment of any other tuition fees *or textbooks* of that student. Use of the credit must take place at the same time as the program change is made, failing which the credit shall expire.
5. Any credit created under this policy is non-transferable to any other student.

Any changes after the end of the second week of classes of the month of enrolment incur a fee of \$200.00 and are subject to the same conditions as set out above except for Nos 2 and 3.

Limitations

1. A student who is registered but who fails to attend classes in the first week of a program, may, at the Registrar's discretion, have his or her seat in that program cancelled, regardless of previous permission to register. If the student is unable to attend in the first week of a program, it is the student's responsibility to contact the Registrar, in advance, in order to secure his or her seat. If a student's seat in a program is cancelled, the student shall be entitled to a refund of tuition paid based on the current refund policy of the College.
2. If a student cancels his or her registration in a program and does not wish to change to another program, the student shall be entitled to a refund of tuition paid based on the current refund policy of the College.