



Ashton College

Policy No: 1015

Responsibility: President

POLICY

TITLE: Change of Start date prior to commencement of Studies

CATEGORY: Student

APPROVED BY: President

EFFECTIVE: October 26, 2004

REVISED: August 7, 2007 January 22 2008

RELATED POLICIES:

Purpose

The purpose of this Policy is to establish standards for permitting students who have not yet commenced their studies to change their program or course start dates.

Policy Statement

Students who have not yet commenced their studies at Ashton College should be permitted to change their start dates within reasonable and established limits.

Requirements

A student who has been admitted to a program or course is permitted to apply to the Registrar to change the date of commencement of studies.

The student must notify the Registrar of the intended change by completing the required form.

The Registrar who must make the necessary changes to the student record.

The change of start date form must reach the Registrar at least two (2) weeks prior to the original start date. If the form is received later than this, the Registrar **may** regard the student's request as a cancellation and apply the relevant refund policy.

A student is only permitted to change a start date three times.

The new start date must be within a period of twelve months of the original start date.

The student must meet all the admission requirements at the time of the new start date.

Any changes to a program or course between the original and new start date will apply.