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**Program Changes and Deferrals**

**Name of Policy**

**Senior Education Administrator**

**Positions(s) Responsible**

**December 20, 2019**

**Implementation Date**

**December 20, 2019**

**Date of Last Revision**

ACE Community College (ACC) has created this outline 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. This policy applies to all students enrolled at the College.

**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 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 Student Services, in consultation with the Education Administrator, reserves the right to approve or deny any 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.
- 1.5 If a change is needed after the start date, Section 3 shall apply.
- 1.6. 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.

## **Start Date Change Requirements**

- 2.1. A student is permitted to defer a start date for 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.

## **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 COMPLINTARY 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.

## **Limitations**

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.
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.