

# Program Change Policy

## 1. Policy Statement

The policy outlines the process and conditions for students who wish to change their program of study.

## 2. Program change Process

**Any program change process will involve the following:**

1. Students to send a completed program change request form to the Academic Manager
2. Academic Manager reviews the program change request form
3. All the Approved Program Change Requests are sent to the TSoM updates for Processing
4. The new LOA and contract amendment are sent out to the students directly by TSoM updates.

### A. Program upgrade

For example Program change from one-year program to 2-year program in the same field of study (BA to BM or H&T to Adv. Dip in H&T).

- a. The student must apply for a program change any time before the start of the 8th Module.
- b. Students will not be charged a program change fee.

### B. Program downgrade

Where students want to switch from a 2-year Program to a 1-year Program (BM to BA or Adv. Diploma in H&T to Diploma in H&T).

- c. The student must apply for the program change, any time before the start of their 8th Module so that the change can be made before they complete 50% of their Program.
- d. A program change fee of \$500 will be applied for any program downgrades.

### C. Program change from one Program to a completely different Program

For example, a change from Diploma in Business Management to Diploma in Digital Marketing Co-op. The student can make a change at any time, but they will have to keep in mind the following:

- a. The change must be made before they complete 50% of their Program, for the refund calculation of their original program to apply.
- b. There will be a Program change fee of \$500 applicable.

**D. Program change from a Certificate Program to a Diploma Program (where there are common courses)**

For example Certificate in Business Essentials to Diploma in Business Administration

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- a. There can only be a switch from Certificate Program to Diploma Program and not the other way round.
- b. Students must meet the admission criteria for the higher credential Program.
- c. The change must be made before they complete 50% of their Program, for the refund calculation of their original program to apply.
- d. There will be a Program change fee of \$500 applicable.
- e. Students get an Advanced standing for all the common courses they completed successfully and will be exempted from taking those courses.

**E. Program change from a Certificate Program to a Diploma Program or Diploma Program to a Certificate Program (where there are no common courses)**

For example Certificate in Business Essentials to Diploma in Hospitality and Tourism

- a. Students must meet the admission criteria for the higher credential Program.
- b. The change must be made before they complete 50% of their Program, for the refund calculation of their original program to apply.
- c. There will be a Program change fee of \$500 applicable.

*Last edited – 6 Oct 2020*