



Changing Courses

1. Purpose

This document sets out the procedure for transferring from one ICST course, or programme of courses, to another.

2. Changing course

If you are registered on a course at ICST and you want to transfer to study on a different course you can apply to change courses without having to make a new application to the Institute.

Changing Courses from/to a higher education validated award.

You will need to complete the online Changing Courses Form A.

For courses with structured start, end and assessment dates, permission will normally only be granted within the first two weeks of the start of the course you are applying to. In exceptional circumstances and if it is considered not to be detrimental to your studies or those of others on the course, it may be possible to change courses after this two week period but only if you have not missed any of the assessments.

For all courses which have entry requirements you will need the recommendation from both the course director of your current course and the course director of the course you wish to apply for.

Changing Courses from/to any other ICST course

You will need to complete the online Changing Courses Form B.

If you wish to change from one ICST course to another when neither is a higher education validated award you do not need the permission of the Course Director of either course.

On receipt of your completed application we will check the following requirements:

1. That you meet any necessary entry requirement stipulated by the course you are applying to.
2. That you meet any specific arrangements the new course requires.
3. That there is no impact on your funding/fees arrangements
4. That you are not a Tier 4/International student – as you will have specific visa requirements that may mean you cannot change course except in specific circumstances.
5. That your request can be accommodated within the course structure.

You will then receive either:

1. An email confirming that the change can be processed, subject to payment of any fees or
2. An email explaining why the application has been declined

3. Cost of changing course

If there is an impact on your fees you will be notified before the course change takes place and given the opportunity to withdraw your application or make any necessary supplementary payment.

- If the cost of the course you are changing to is less than the course you were originally enrolled onto, you will only receive a refund for the balance if the request to change courses is made within 2 weeks of your enrolment onto the original course, less an admin fee.
- If the cost of the course you are changing to is greater than the course you were originally enrolled onto, the course change will only be actioned on receipt of the balance, plus an admin fee.

For any further questions about changing course you should contact Student Services



APPENDIX B

This form is for you to apply to change from one ICST to another. For all ICST Higher Education validated courses, use appendix A.

| The course you are currently enrolled on | The course you would like to join |
|--|-----------------------------------|
| | |
| Reason for the the change | |
| | |

| | |
|---|-------|
| Student number | |
| Name | |
| ICST Member number | |
| Full Name | |
| Academic year e.g, 17/18 | |
| Course Code | |
| Course Year | |
| Course Title | |
| Please confirm your application to change course by signing here: | |
| Signature of Student: | Date: |

Data Protection Act 1998: The data collected on this form will only be used for the purpose of student and course administration as required by the Institute and will be retained securely on your file.

| | |
|-------------------------------|------------|
| For office use | |
| Entry Qualifications checked: | |
| Fees Checked: | Fees Paid: |
| Change Actioned: | |
| Admissions Tutor name: | |
| Signature: | Date: |