



PROGRAM CHANGE REQUEST FORM

Students using this form must have attended in the last 12 months.
See Page 2 for detailed instructions.

* indicates a required field

Student	Last name *		First name *		
	NLC student number*		Daytime phone number*		
Program Information	Current program*		Campus		Start date
	Requested program*		Campus		Requested start date/semester*
	Reason for request*				
Signature	Student records are confidential and are not changeable without the written consent of the student, unless otherwise required by law. NLC considers a falsified request form as fraud. By signing below, I hereby request that NLC change my program to the one indicated. I understand that NLC reserves the right to deny my request.				
	_____			_____	
	Signature*			Date*	

Campus Services Use Only					
Residency status <input type="checkbox"/> Domestic <input type="checkbox"/> International		Fee paid <input type="checkbox"/> N/A <input type="checkbox"/> \$100.00 (FPCHI)		Date received	
Case Manager Use Only					
Case manager				Date received	
Capacity <input type="checkbox"/> Yes <input type="checkbox"/> No		Qualified <input type="checkbox"/> Yes <input type="checkbox"/> No		Academic Status <input type="checkbox"/> In Good Standing <input type="checkbox"/> On Monitoring <input type="checkbox"/> Required to withdraw <input type="checkbox"/> Misconduct exists	
Dean's approval required <input type="checkbox"/> Yes <input type="checkbox"/> No		Dean		Date	
Final status <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Program code		Date Completed	
		Ant Completion Date		Term/Catalog Year	
		Denial reason			

PROGRAM CHANGE REQUESTS

Use this form to request a change in program or program location (campus). All fields must be completed as indicated and completed forms must be submitted to Campus Services. Submission of this request does not guarantee approval to change programs.

Program change requests will be processed on a first-come, first-served basis according to the service levels published on the NLC web site. Please allow six weeks for processing.

Regulations and procedures regarding program change

- i. Only students eligible to register (attended in the last 12 months) may request a program change. Ineligible students must apply for admission to the new program.
- ii. Students may not request a program change effective for their initial semester. Students wanting such must re-apply for admission.
- iii. Program change requests for International students must be accompanied by a non-refundable \$100 application fee. Applicants that are approved to change programs will automatically receive an updated Letter of Acceptance (LOA) which may be submitted to Immigration Canada.
- iv. The College reserves the right to deny program changes if:
 - a. There is not sufficient capacity; and/or
 - b. The student does not meet current admission requirements for the new program; and/or
 - c. The student is not in good academic standing or has been penalized for academic or non-academic misconduct; and/or
 - d. The student is in arrears.

Further details about program change can be found on NLC's website:
www.nlc.bc.ca/registrar