

Change of Programme Form



Please note: If transfer affects duration of study, students should seek advice from their funding body about funding implications

STUDENT DETAILS	Student ID Number: <input type="text"/> - <input type="text"/> - <input type="text"/>	Date of Birth: _____
	Last Name: _____	Local Authority/Sponsor: _____
	Forename(s): _____	Student Loan/Support No: _____

CURRENT PROGRAMME	Current Programme	
	Degree + Programme: _____	Class: ____ Prog Code: _____ Maj Code: _____
	Has the student already transferred from another institution ?	Yes / No
	Is this student planning to temporarily withdraw before entering the new programme ?	Yes / No
	If yes, please complete a leavers form.	
	Transfer approved in principle by current parent school:	
	Signed: _____	Dept: _____ Date: _____
Print Name: _____	Extension: _____	

NEW PROGRAMME	New Programme					
	Degree + Programme: _____	Class: ____ Prog Code: _____ Maj Code: _____				
	Date of transfer to new programme _____					
	Please indicate all that the student will undertake on their new programme of study: (For Part of Term; 1 – Semester 1; 2 – Semester 2; 3 – Semester 1 & 2) (*Insert 'C' if course is compulsory)					
	CRN	Subject & Course Code	Course Title	Credits	Part of Term	*Comp?
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Will this transfer cause the expected date of completion to change ? Yes / No* *
- Has the student completed the required courses in order to progress / transfer to the new programme of study ? Yes / No* *
- Does the student have all the pre-requisites for the above courses ? Yes / No* *
- Do the above courses adhere exactly to the rules of the new programme as set out in the programme catalogue ? Yes / No* *

** If no, attach an individual case for this student in support of their transfer. This will then be sent for formal approval by Chair's Action of the relevant Learning and Teaching Committee.

Please outline any further conditions relating to this transfer: _____

Transfer approved by new parent school:

Signed: _____ Dept: _____ Date: _____

Print Name: _____ Extension: _____

I agree to the above Change of Programme.	Student signature: _____	Date: _____
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ONCE COMPLETED AND APPROVED, PLEASE UPDATE THE STUDENT RECORD AND SEND ORIGINAL TO FINANCIAL AID, AND COPIES TO EXAMINATIONS AND PROGRESS, ACCOUNTS RECEIVABLE AND RELEVANT SCHOOLS.