**Request to Change Course – Undergraduate**

The following procedure must be followed.

* Course transfers can only be authorised in writing by the Academic Registrar on the recommendation of your current Course Leader and the new Course Leader.
* You should also meet with Student Finance to confirm your student finances.
* These interviews will be in the order below and the form to be returned to your Administrator.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student ID: |  | Student Name: |  | |
| International student | Y/N | Federal aid, for USA students: | | Y/N |
| Reason for Transfer |  | | | |

**To be completed by current Course Leader**

Course Level Last date of Attendance / /

Course Leader Comments

|  |  |  |
| --- | --- | --- |
| Module code | Module Title | Credits |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Signature Date / /

**To be completed by new Course Leader**

Course Level Effective date of transfer / /

Course Leader Comments

How many credit points have been brought forward?

Please indicate which module/s will be accredited via RPL and which module/s are to be studied.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module code | Module Title | Credits | RPL – Y/N | To study - Y/N |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Signature Date / /

**To be completed by the Director – Undergraduate Studies if transfer of credits not possible**

Comments

Signatures Date / /

**To be completed by Finance**

Comments

Signature Date / /

**To be completed by Academic Registrar**

Comments

Signature Date / /

I understand and appreciate the implications of changing course and accept the academic outcome of doing so. I undertake not to use this late change as subsequent grounds for appeal.

**Student Signature**   **Date** / /

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Office use only:   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Agresso updated: |  | | SFC notified: | |  | Student Informed: | |  | | UKVI notified: | |  | | IT helpdesk informed | |  | | Tie student to new modules | | |  | | Invoice/ credit note issued | |  | | |

**Course Transfer – Frequently Asked Questions**

**What happens to my maintenance loan and do I still have to pay fees?**This will depend on your course and how far through the academic year when you transfer your course. Finance will be able to help you. You can also contact the Student Loan Company at:

|  |  |  |
| --- | --- | --- |
| Student Loan Companies UK | Website address | Telephone No. |
| Student Finance (England) | [www.gov.uk/student-finance](http://www.gov.uk/student-finance) | 0300 100 0607 |
| Student Finance Wales | [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk) | 0300 200 4050 |
| Student Awards Agency Scotland | [www.saas.gov.uk](http://www.saas.gov.uk) | online only |
| Student Finance Northern Ireland | [www.studentfinanceni.co.uk](http://www.studentfinanceni.co.uk) | 0300 100 0077 |

**I am a student representative, who should I tell?**

You should contact the Students’ Union Student Liaison Officer so that another representative can be found.

**I am an overseas student – what happens to my visa?**

If you are changing the length of your course we are legally required to inform the Home Office (UKV&I) that you have changed course. This may mean that you will have to change your visa to stay in the UK. The International Administrator will be able to advise you.