



Change in Circumstances Guidance

Introduction.....	2
Implications to Consider.....	2
Financial.....	2
Student Visa Students.....	2
Accommodation.....	3
Email.....	3
Senate House Library.....	4
Student Oyster Card.....	4
Transferring Programmes.....	4
Transferring to a Different Mode of Study (Full Time or Part Time for Postgraduates Only)	5
Break in Studies.....	5
Withdrawing From Your Studies.....	6
Transferring to Another Institution.....	7
Version History.....	8
Annex A: Change in Circumstances Flowchart.....	9

Introduction

1. If you are feeling unsure or your circumstances have changed, you may be able to transfer to a different programme, or to a different university or college, or take a break in studies. Before you make that choice, you will need to research, consider the implications each option may have, and follow the procedures outlined below.

Implications to Consider

Financial

2. For fees paid to the College, please consult the [Terms and Conditions](#) and [Cancellation, Withdrawal, Refund and Compensation Policy](#) under which you accepted an offer of a place to study at the College. The [Student Support Coordinator](#) can offer guidance and will be able to discuss the options with you. Please note that you may still be liable for fees to the College if you decide to take a break or withdraw from your studies.
3. If you are in receipt of financial support from Student Finance England (SFE) or from the Student Awards Agency for Scotland (SAAS), or from Student Finance Wales (SFW) a withdrawal from studies has a number of consequences on your entitlement to support.
4. Should you return to Higher Education in the future, you will be treated as a new student and will be assessed for the student support package available in the year of re-entry into education; this will include the relevant new entrant fee.
5. Furthermore, you will be assessed as already having utilised some of your student support entitlement, which could affect the level of support you receive in the future.
6. We shall inform the Students Loans Company when a withdrawal, transfer or interruption of study has been processed, but you can also contact SFE, SAAS or SFW to inform them of your change in circumstances.
7. To speak with SFE directly, contact them on 0300 100 0607. To speak with the SAAS directly, contact them on 0300 555 0505. To speak with SFW directly, contact them on 0300 200 4050 (undergraduates) or 0300 100 0494 (postgraduates).
8. For more information please click [here](#) for SLC or [here](#) for SAAS.

Student Visa Students

9. The College is required to report to the United Kingdom Visa & Immigration (UKVI) if a Student Visa student interrupts or withdraws from their studies. The UKVI will curtail the visa to 60 days and you will be required to return home. To

ensure the break in studies or withdrawal complies with the College and the UKVI regulations you are required to make an appointment with the Head of Visa Compliance (HVC).

10. Student Visa students who started their course before September 2020 are not eligible to transfer to another programme from within the UK. They will need to leave the UK and make a new visa application from their home country for the new course. Please contact the HVC for further details.
11. Student Visa students who started their course from September 2020 and onwards may be able to transfer to another programme within the UK. They can only change their course after receiving permission from the College to start their new course if all of the following apply:
 - 11.1. Your new course is at degree level or above.
 - 11.2. Your new course is not at a lower level than the current course.
 - 11.3. You will be able to complete your new course within your current period of leave.
12. Registry confirms either of the following:
 - 12.1. Your new course is related to the previous course for which you were granted leave as a Student Visa student, meaning that it is either connected to your previous course, part of the same subject group, or involves deeper specialisation **OR**
 - 12.2. Your previous course and your new course in combination support your genuine career aspirations.
13. Please note that if you change your course, you must complete your new course within your existing period of the visa.

Accommodation

14. If you live in student accommodation or private rented accommodation please refer to the accommodation provider's tenancy agreement and adhere to their procedures, as you may need to notify the provider immediately that you are withdrawing from the College or taking a break from your studies. You may need to move out of the accommodation, and you may be liable for the remaining rent due on your tenancy agreement. You may also need to supply the accommodation provider with a copy of the relevant Change in Circumstances Form.
15. For the purposes of Council Tax, you must inform the local authority that you are no longer a student.

Email

16. Your College email account will be terminated once we have processed your withdrawal. You must obtain any emails and documents that may be needed before this happens.
17. Your account will remain active during a Break in Studies.

Senate House Library

18. Your card will be deactivated as soon as your Withdrawal or Break in Studies is confirmed. You must return all books on loan from the library and pay any fines that are due.

Student Oyster Card

19. Students with a student discount Oyster card who withdraw from the College will no longer have access to the discounted rates. Transport for London (TFL) will be informed that you are no longer a student, and the card will be made invalid by TFL.

Transferring Programmes

(Please see [Annex A](#))

20. If you wish to transfer to another degree programme at the College, you must meet the Head of Faculty of the programme to which you wish to transfer, as early as possible, to discuss your proposed change of programme.
21. The end of week 5 in the first term in your first year is normally the latest that you can change degree programmes.
22. Transfers are considered on a case-by-case basis.
23. You should also speak to your current Head of Faculty and Student Support and Development (SSD) to let them know you are considering a change.
24. If you are on a Student Visa, you must make an appointment to see the Head of Visa Compliance to discuss the implications for your visa.
25. Once you have discussed your proposal and if you still wish to transfer programmes, you must complete the Change in Circumstances: Programme Transfer Form and submit it by email to Registry at registry@nchlondon.ac.uk
26. Your Programme Transfer, if approved, will be confirmed in writing by Registry.
27. If the transfer is not approved, Registry will write to you explaining the reasons.
28. If a transfer is approved, the Head of Faculty of your new programme will contact you and will advise you on how to 'catch up' on any missed work.

Transferring to a Different Mode of Study (Full Time or Part Time for Postgraduates Only)

(Please see [Annex A](#))

29. If you wish to transfer to a different mode of study at the College, you must meet your Head of Faculty as early as possible, to discuss your proposed transfer.
30. The end of week 5 in the first term of your first year is normally the latest that you can transfer.
31. Transfers are considered on a case-by-case basis.
32. If you are on a Student Visa, you must make an appointment to see the Head of Visa Compliance to discuss the implications for your visa.
33. Once you have discussed your proposal with all concerned and if you still wish to transfer, you must complete the Change in Circumstances: Mode of Study Form and submit it by email to registry@nchlondon.ac.uk
34. Your transfer, if approved, will be confirmed in writing by Registry.
35. If the transfer is not approved, Registry will write to you explaining the reasons.
36. If a transfer is approved, the Head of Faculty will contact you and advise you on how to 'catch up' on any missed work if necessary.

Break in Studies

(Please see [Annex A](#))

37. You must make appointments with your Head of Faculty and Student Support and Development (SSD) to discuss your situation.
38. If you are studying on a Student Visa, you must make an appointment to see the Head of Visa Compliance to discuss the implications for your visa.
39. You may take a Break in Studies for one academic year per application, up to a maximum of two years. If you apply for a Break in Studies that exceeds a total of two years, you may be asked to withdraw from the College and reapply for your programme. If your Break in Studies exceeds one year, the College will require new evidence to show that your Break in Studies needs to continue. This must be given to SSD.
40. You are not normally permitted to take a Break in Studies for less than one academic year, but applications are considered on a case-by-case basis.
41. If you commence a Break in Studies during the second term of an academic year, you may be required to repeat the first term upon your return to study.

42. In line with the [Terms and Conditions](#) and [Cancellation, Withdrawal, Refund and Compensation Policy](#), a Break in Studies may have a fee liability. Please arrange a meeting with the Student Support Coordinator to discuss this.
43. Once you have discussed the matter with all concerned and if you still wish to take a Break in Studies, you must complete the Change in Circumstances: Break in Studies Form and submit it by email to registry@nchlondon.ac.uk
44. Your Break in Studies, if approved, will be confirmed in writing by Registry.
45. Registry will state a specific date by which you will need to contact the College to inform us of the confirmation of your return to study.
46. Registry may include conditions, which must be met, in order to return to your studies.
47. You will be required to meet with SSD at regular intervals during the last three months of your Break in Studies to ensure that you are ready to return. Registry will set dates of when SSD will contact you to discuss your return to study.
48. Depending on the nature of your Break in Studies, you may be required to supply supporting evidence to confirm that you are fit to return to study. For further information please refer to the [Support to Study Policy](#).
49. If you do not inform the College that you wish to return to your studies by the date specified by Registry, a withdrawal from the College will be assumed.

Withdrawing From Your Studies

(Please see [Annex A](#))

50. Leaving the College should be a decision that you have taken very seriously. If you are considering leaving the College, you should follow the procedure set out in this document to ensure that you have considered all factors.
51. Arrange a meeting with the Head of Faculty of your programme.
52. Arrange a meeting with Student Support and Development (SSD) for further information, advice and guidance.
53. If you are a Student Visa student, arrange a meeting with the Head of Visa Compliance to discuss the implications for your visa.
54. Once you have discussed the matter with all concerned and if you still wish to withdraw, you must complete the Change in Circumstances: Withdrawal Form and submit it by email to Registry via registry@nchlondon.ac.uk
55. SSD will arrange an Exit Interview with you.
56. Your Withdrawal will be confirmed in writing by Registry.

Transferring to Another Institution

(Please see [Annex A](#))

57. If you are considering transferring to another institution you should:
 - 57.1. Contact the university or college and find out if they accept transfers and if there are spaces on the programme you want to join.
 - 57.2. Check you meet the entry criteria for the programme you want to transfer to.
 - 57.3. Obtain a transcript from the College of the marks and credits awarded for the courses you have already completed.
 - 57.4. Find out whether you are able to transfer into the second or third year of a different programme or not. The institution may be able to accept the credits awarded by the College as recognised prior learning (RPL).¹
58. Arrange a meeting with the Head of Faculty of your programme.
59. Arrange a meeting with Student Support and Development (SSD) for further information, advice and guidance.
60. If you are a Student Visa student, arrange a meeting with the Head of Visa Compliance to discuss the implications for your visa.
61. Once you have discussed the matter with all concerned and if you still wish to transfer, you must complete the Change in Circumstances: Withdrawal Form and submit it by email to registry@nchlondon.ac.uk
62. SSD will arrange an Exit Interview with you.
63. Your Withdrawal will be confirmed in writing by Registry.

¹ [Recognition of Prior Learning and Transfer of Credit Policy](#)

Version History

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2.0	January 2019	January 2019	SWC	January 2021
Referenced documents	Change in Circumstances: Break in Studies Form; Change in Circumstances: Mode of Attendance Form; Change in Circumstances: Programme Transfer Form; Change in Circumstances: Withdrawal Form			
External Reference Point(s)	UK Quality Code Theme: Enabling Student Achievement			

Annex A: Change in Circumstances Flowchart

