



Change in Circumstances: Programme Transfer Form

Please ensure that you read the Change in Circumstances Guidance document before completing this form.

The form is only for students who are requesting to transfer programmes within the College. If you wish to withdraw from the College or request a Break in Studies, please complete one of those forms.

Student Visa students must communicate with the [Visa Team](#) before submitting this form.

Submit this form, fully completed, to Registry via registry@nchlondon.ac.uk.

Section 1: Student Information (completed by the student)			
Student ID Number			
First and Middle Names		Surname	
University Email Address			

Section 2: Programme Information (completed by the student)			
Programme Change (please tick as relevant)	Major		
	Minor		
Current Programme <i>(e.g. BA History with English; LL.B Law)</i>			
New Programme <i>(e.g. BSc Economics with Philosophy; LL.B Law)</i>			
Current Programme Start Date		Level of Study	
Reason for Transfer (please provide full details)			

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Section 3: Student Declaration (completed by the student)	
Student Signature	
Date	

Section 4: Current Head of Faculty Declaration (completed by the current relevant Head of Faculty)	
Please comment on the suitability for transfer to the new programme and how you have come to this conclusion:	
Head of Faculty (name)	
Signature	
Date	

Section 5: New Head of Faculty Declaration (completed by the new relevant Head of Faculty)	
I agree to this transfer/ do not agree to this transfer (<i>please comment</i>):	
Head of Faculty (name)	
Signature	
Date	

Section 6: Visa and Immigration Compliance Declaration (completed by the Head of Visa Compliance for Student Visa and international students only)	
I confirm that the student has been given immigration advice.	
Head of Visa Compliance (name)	
Signature	
Date	

Section 7: Registry Declaration (completed by the Head of Registry)	
Head of Registry (name)	
Signature	
Date	

Version History

Title: Change in Circumstances: Programme Transfer Form				
Approved by: The Quality Team				
Version Number	Date Approved	Date Published	Owner	Proposed Next Review Date
3.0	July 2022	July 2022	Head of Registry	March 2024
2.2	January 2020	January 2020	ASC	January 2022
2.1	April 2019	April 2019	LASO	January 2021
2.0	January 2019	January 2019	SWC	January 2021
Referenced documents	Change in Circumstances Guidance			
External Reference Point(s)	UK Quality Code Theme: Enabling Student Achievement			