Change in Circumstances: Transfer of Programme Form

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# Instructions

1. Please ensure that you read the [Change in Circumstances Policy and Guidance](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/general/student-welfare/change-in-circumstances-policy-and-guidance/) before completing this form.
2. The form is only for students who are requesting to transfer programmes within the University. If you wish to withdraw or request a Break in Study/Break in Learning, please complete one of those forms.
3. Programme Transfers may not always be possible. Students are very strongly encouraged to speak to an [Academic Adviser](mailto:academicadvising@nulondon.ac.uk) (or a [Success Manager](mailto:successmanagers@nulondon.acik) for apprenticeships) for guidance before completing this form.
4. **Student Visa students** must contact the [Visa Team](mailto:visa@nulondon.ac.uk) (or the [Apprenticeship Team](mailto:apprenticeshipsadmin@nulondon.ac.uk) for apprentices) for guidance on the implications for their visa before submitting this form.
5. Submit this form, fully completed, to [Registry](mailto:registry@nulondon.ac.uk) (or to the [Success Managers](mailto:successmanagers@nulondon.ac.uk) for apprentices).

# Section 1: Student Information

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by the student:** | | | |
| Student ID Number: |  | | |
| First and Middle Names: |  | Surname: |  |
| NU London Email Address: |  | | |
| Employer (for apprentices): |  | | |

# Section 2: Programme Information

| **To be completed by the student:** | |
| --- | --- |
| Current Programme of Study: | (*e.g. BA History; LLB Law)* |
| New Programme of Study: | (*e.g. BA History; LLB Law)* |
| Reason for Transfer (please provide full details): |  |

# Section 3: Student Declaration

|  |  |
| --- | --- |
| **To be completed by the student:** | |
| Student Signature |  |
| Date |  |

# Section 4: New Head of Discipline Declaration

|  |  |
| --- | --- |
| **To be completed by Head of Discipline for new programme. This section is not applicable to apprentices.** | |
| I agree to this transfer/ do not agree to this transfer (please comment): | |
| Name and Title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

# Section 5: Visa and Immigration Compliance Declaration

| **To be completed by the Director of Visa Compliance (or the Compliance and Contracts Manager for apprentices). This section is applicable to Student Visa and international students only.** | | | |
| --- | --- | --- | --- |
| I confirm that the student has been given immigration advice. | | | |
| Name and Title: |  | | |
| Signature: |  | Date: |  |

# Section 6: Admissions Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by the Head of Admissions.** | | | |
| I confirm that the student has been given relevant advice regarding scholarship and entry requirements for the new programme. | | | |
| Name and Title: |  | | |
| Signature: |  | Date: |  |

# Section 7: Registry Confirmation

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by the Head of Registry (or the Compliance and Contracts Manager for apprenticeships).** | | | |
| New Programme of Study Start Date: | | | |
| Name and Title: |  | | |
| Signature: |  | Date: |  |

# Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title: Change in Circumstances: Transfer of Programme Form**  **Approved by: The Quality Team** | | | | |
| **Version Number** | **Date Approved** | **Date Published** | **Owner** | **Proposed Next Review Date** |
| 23.5.1 | February 2024 | February 2024 | Head of Registry | May 2024 |
| 23.5.0 | January 2024 | January 2024 | Head of Registry | May 2024 |
| 23.4.0 | October 2023 | October 2023 | Head of Registry | May 2024 |
| *Version numbering system revised March 2023* | | | | |
| 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 Policy and Guidance. | | | |
| External Reference Point(s) | UK Quality Code Theme: Enabling Student Achievement. | | | |