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 (or a Success Manager for apprenticeships) for guidance before completing this form.
4. **Student Visa students** must contact the Visa Team (or the Apprenticeship Team for apprentices) for guidance on the implications for their visa before submitting this form.
5. Submit this form, fully completed, to Registry (or to the Success Managers for apprentices).

# Section 1: Student Information

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| --- |
|  **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

|  |
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| **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.** |
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| I confirm that the student has been given immigration advice. |
| Name and Title: |  |
| Signature: |  | Date: |  |

# Section 6: Admissions Declaration

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| **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

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| --- |
| **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

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| **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 |
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| Referenced documents | Change in Circumstances Policy and Guidance. |
| External Reference Point(s) | UK Quality Code Theme: Enabling Student Achievement. |