

Change in Circumstances Guidance

TRANSFERRING PROGRAMMES

(Please see [ANNEX 1](#))

1. If you wish to transfer to another degree programme, 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.
2. The Friday before Reading Week in Michaelmas term in your first year is the latest that you can change degree programmes.
3. Transfers are considered on a case-by-case basis.
4. You should also speak to your current Head of Faculty and the Student Wellbeing Coordinator to let them know you are considering a change.
5. If you are on a Tier 4 Visa, you must make an appointment to see the Head of Admissions to discuss the implications for your visa.
6. Once you have discussed your proposal and you still wish to transfer programmes, you must complete [Part A of the Change in Circumstances Form](#) and submit it by email to sas@nchlondon.ac.uk
7. Your transfer of programme, if approved, will be confirmed in writing by the Registrar.
8. If the transfer is not approved, the Registrar will write to you explaining the reasons.
9. If a transfer is approved, the Head of Faculty of your new programme will advise you on how to 'catch up'.

INTERRUPTING YOUR STUDIES (BREAK IN STUDIES)

(Please see [ANNEX 1](#))

10. You must make appointments with your Head of Faculty and the Student Wellbeing Coordinator to discuss your situation.
11. If you are studying on a Tier 4 Visa, you must make an appointment to see the Head of Admissions to discuss the College's legal requirements to the Home Office.
12. 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.

13. 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.
14. If you commence a break in studies during Hilary, you may be required to repeat the Michaelmas term upon your return to study.
15. In line with the Terms and Conditions when accepting the offer of a place to study at the College, you are required to give a term's notice if you wish to take a break in studies. If you do not, you will be required to pay certain fees. Please arrange a meeting with the Financial Controller to discuss this.
16. Once you have discussed the matter with all concerned and you still wish to take a break in studies, you must complete Part B of the Change in Circumstances Form and submit it by email to sas@nchlondon.ac.uk
17. Your break in studies, if approved, will be confirmed in writing by the Registrar.
18. The Registrar 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.
19. The Registrar may include conditions, which must be met, in order to return to your studies.
20. You will be required to meet with the Student Wellbeing Coordinator at regular intervals during the last three months of your break in studies to ensure that you are ready to return. The Registrar will set dates of when the Student Wellbeing Coordinator will contact you to discuss your return to study.
21. 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.
22. If you do not inform the College that you wish to return to your studies by the date specified by the Registrar, a withdrawal from the College will be assumed.

WITHDRAWING FROM YOUR STUDIES

(Please see [ANNEX 1](#))

23. Leaving the College should be a decision that you have taken very seriously. If you are considering leaving us, you should follow the procedure set out in this document to ensure that you have considered all factors.
24. Arrange a meeting with the Head of Faculty of your programme.
25. Arrange a meeting with the Student Wellbeing Coordinator for further information, advice and guidance.
26. If you are a Tier 4 Visa student, arrange a meeting with the Head of Admissions to discuss the implications for your visa.
27. Once you have discussed the issues and you still wish to withdraw, you must complete Part C of the Change in Circumstances Form and submit it by email to sas@nchlondon.ac.uk
28. The Student Wellbeing Coordinator will arrange an Exit Interview with you.
29. Your withdrawal will be confirmed in writing by the Registrar.

IMPLICATIONS TO CONSIDER

FINANCIAL

30. For fees paid to the College, please consult the Terms and Conditions under which you accepted an offer of a place to study at the College. The Financial Controller 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 interrupt or withdraw from your studies.
31. If you are in receipt of financial support from Student Finance England or other regional equivalent, a withdrawal from studies has a number of consequences on your entitlement to support.
32. 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.
33. 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.
34. We shall inform the Student Loans Company (SLC) when a withdrawal, transfer or interruption has been processed, but you can also contact the SLC to inform them of your change in circumstances.
35. To speak with the SLC directly, contact them on 0300 100 0607.

REGISTRATION WITH THE UNIVERSITY OF LONDON INTERNATIONAL PROGRAMMES

36. Students who withdraw from a University of London International Programme will have their registration terminated by the Academic Services Coordinator.
37. If you intend to continue independently on the University of London International Programme, you must state this on your Change in Circumstances form, so that you are only withdrawn from the programme as an NCH student.

TIER 4 VISA STUDENTS

38. The College is required to report to the Home Office (formerly UK Border Agency) if a Tier 4 Visa student interrupts or withdraws from their studies. The Home Office will curtail your visa and you will be required to return home. To ensure the interruption/withdrawal complies with the College and the Home Office regulations you are required to make an appointment with the Head of Admissions.
39. Currently, NCH students are not eligible to transfer to another programme within an academic year. The Head of Admissions will explain this to you.

ACCOMMODATION

40. If you live in student accommodation, you must notify them immediately that you are withdrawing or taking a break from your studies. You may also need to provide them with a copy of your Change in Circumstances Form.
41. You must ensure that you refer to the provider's tenancy contract and adhere to their procedure(s). It is quite often the case that you will need to find a replacement tenant or you may be liable for the remaining rent due on your contract.

42. For the purposes of Council Tax, you must inform the local authority that you are no longer a student.

NCH EMAIL

43. 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.
44. Your account will remain active during a break in studies.

NCH ID CARD

45. Your College ID card must be handed in to the Central Office when you leave the College. It will then be deactivated.

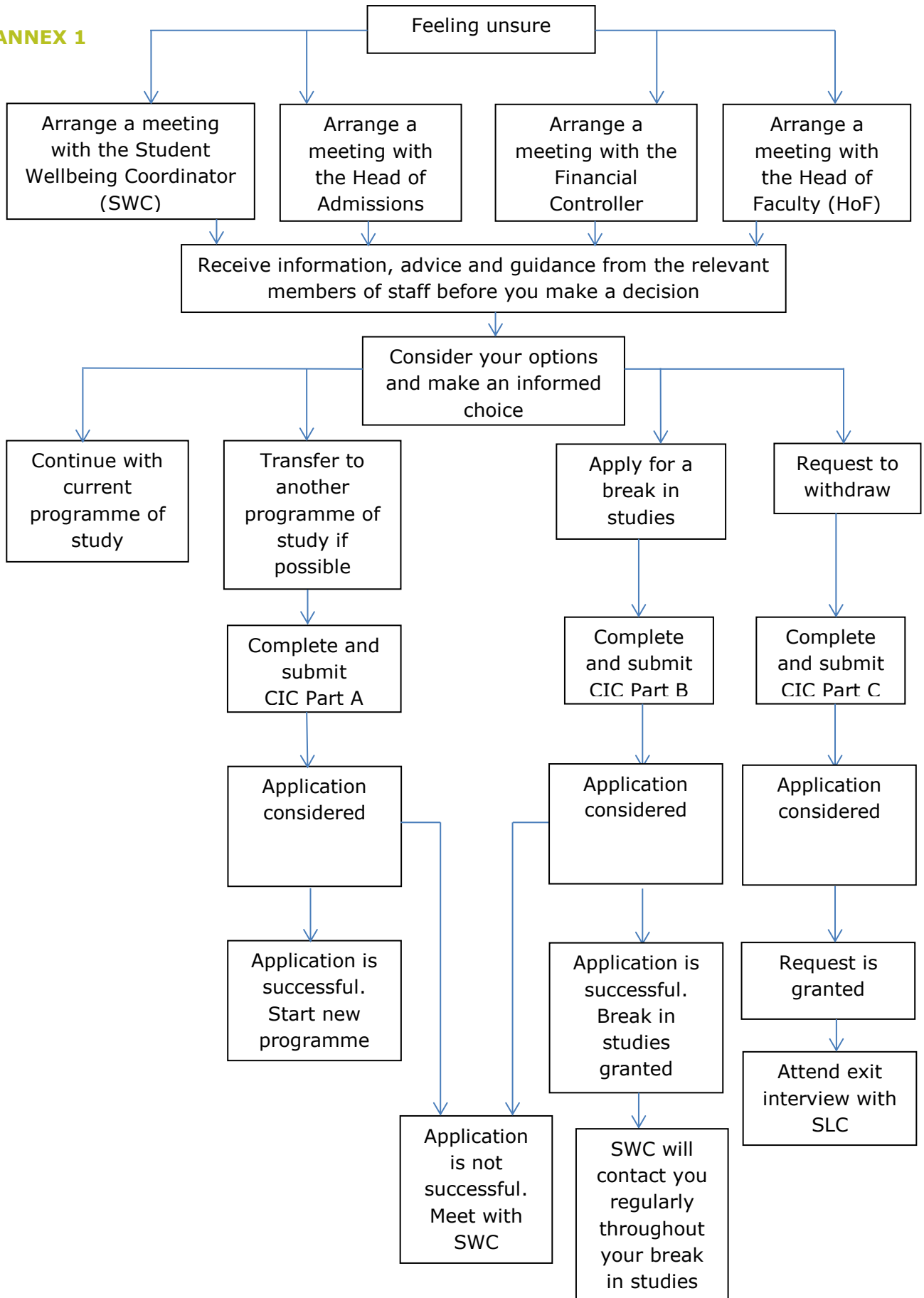
SENATE HOUSE LIBRARY

46. 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

47. Students with a student discount Oyster card 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.

ANNEX 1



CHANGE IN CIRCUMSTANCES GUIDANCE

Title	Change in Circumstances Guidance	Author	Student Wellbeing Coordinator
Location	NCH	Approved by	Academic Board
Version	1.0	Last updated	January 2018
Publication date	February 2018	Review date	January 2019
Related policies			
External Reference Point	UK Quality Code Chapter B3		